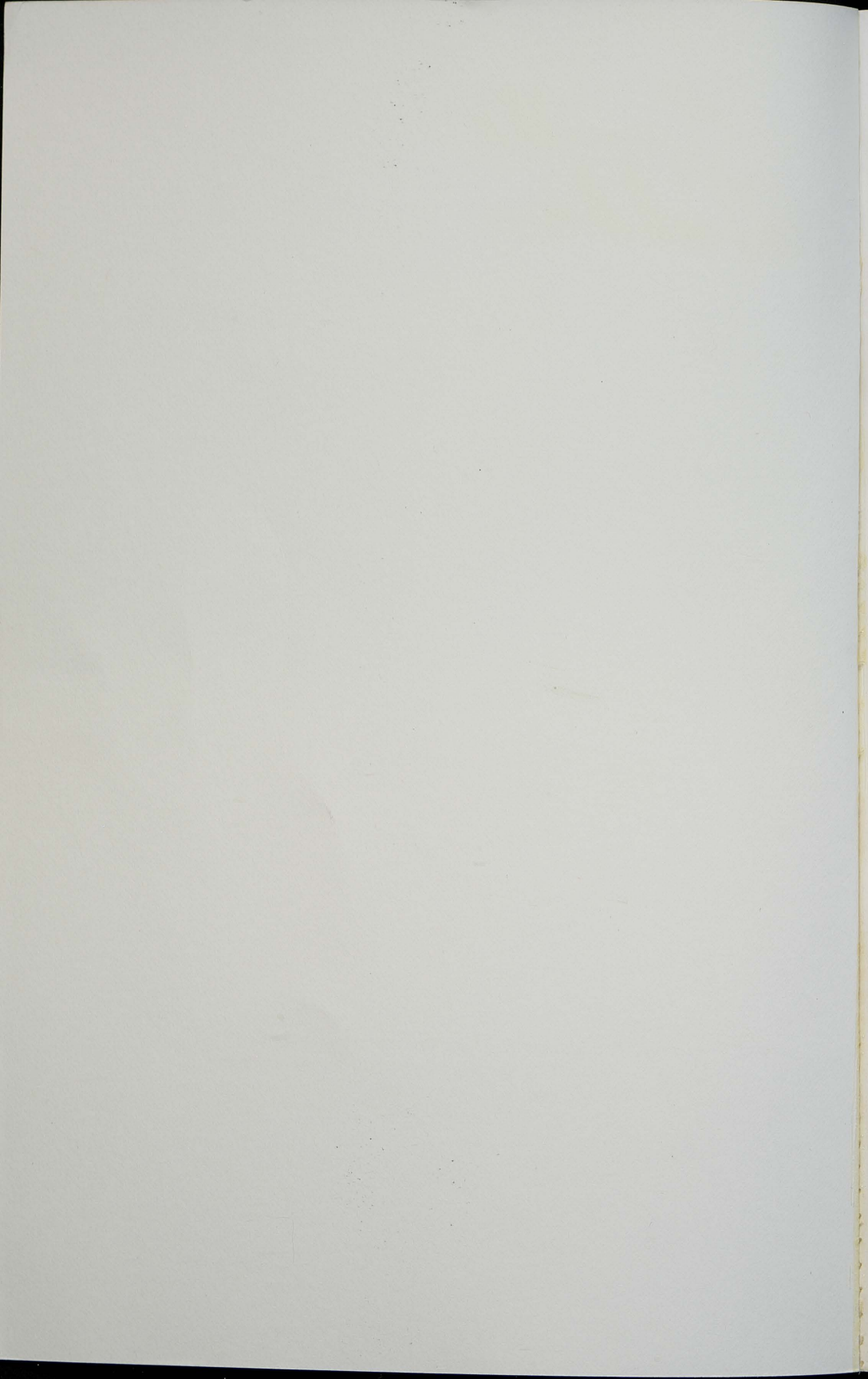


*Lynette
Hobbs*

Catalog 1995-96

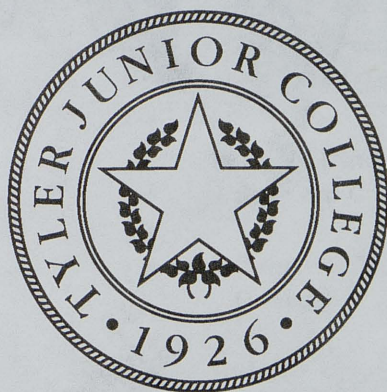


TYLER JUNIOR COLLEGE



Tyler Junior College

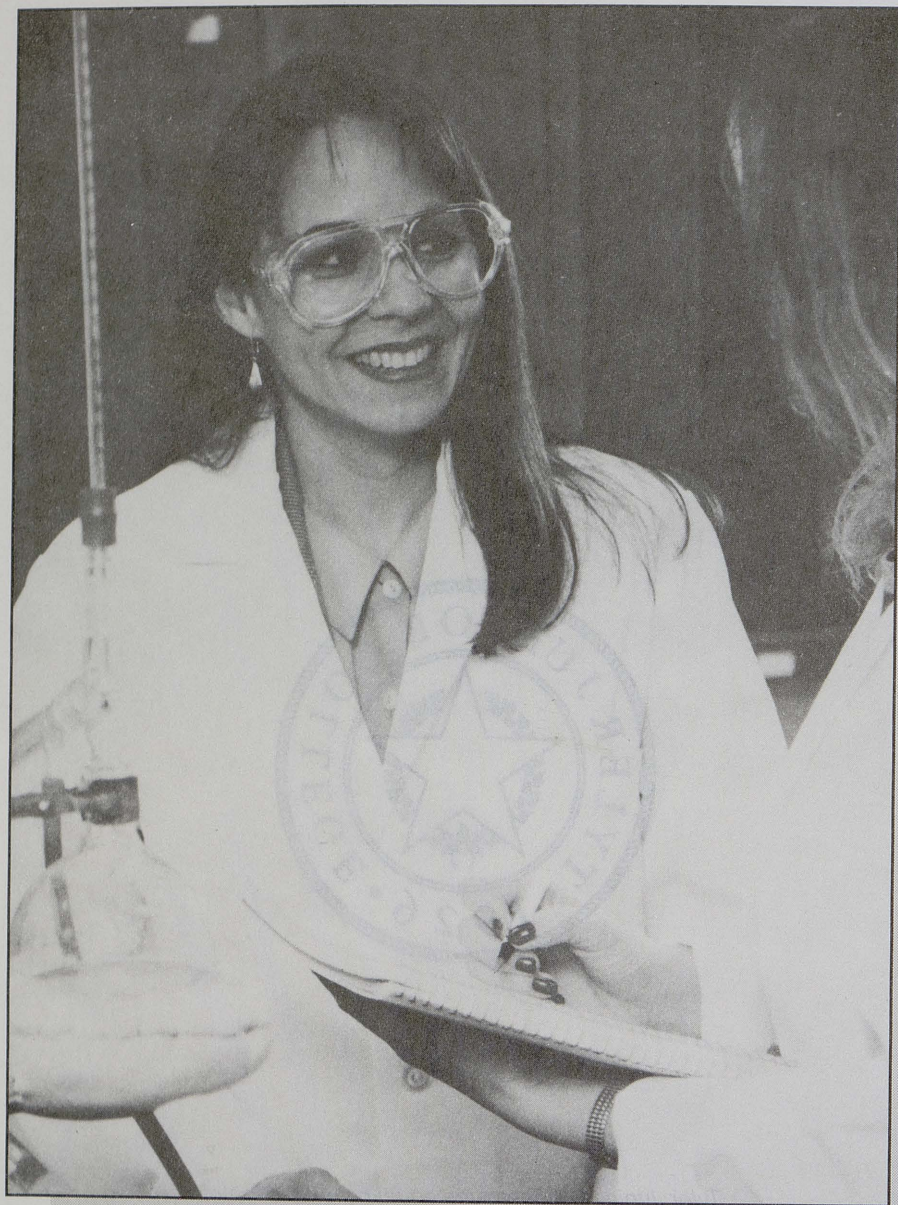
Catalog 1995-96



*Tyler Junior College gives equal consideration of
all applicants for admission without regard to
race, creed, color, national origin, sex, age,
marital status or disability.*



*This catalog is printed
on recycled paper.*



"Our product is measured in the human growth, professionalism, creativity and personal satisfaction of our students. These are the hallmarks of educational excellence."

Idalia H. Trent

Instructor, Chemistry

B.S., M.A., University of Puerto Rico

Ed.D., East Texas State University

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Where to Write or Call

For more information concerning specific aspects of the College, contact the admissions office.

Write: Admissions Office
Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711-9020

Telephone: 903-510-2523
903-510-2398



"What I enjoy most about being a part of Tyler Junior College is being able to contribute to students achieving their educational goals. A lot of foundations are built with TJC as square 1—and I helped!"

MarQuita Manning

*Coordinator, Special Populations
A.A.S., Tyler Junior College*

Who Governs Us

Board of Trustees

President

Harry Loftis

First Vice President

James W. Fair

Second Vice President

Samuel D. Houston, M.D.

Dr. Eugene M. Allen

Harold C. Beard

A.D. Clark

David G. Lunceford

Patrick R. Thomas, M.D.

Jim M. Vaughn, M.D.

How We Began

Tyler Junior College was established in 1926 as part of the Tyler Public School System. The College gave residents of the Tyler area access to higher education offering limited courses in the traditional liberal arts and pragmatic courses in public school music and home economics.

The College had a small student body during its early years. In the 1930's, as the country struggled through the Depression, only 200 students were enrolled at the College.

However, the prosperity of the 1940's signaled major changes. In 1945, Tyler voters overwhelmingly approved a measure to create a junior college district and issued \$500,000 in bonds for the College. The expansion of the College included new facilities and new full-time faculty members. One of those new members taught a radio course that became the first of many vocational courses that would be offered. The College's growth came at an appropriate time for local residents and for many veterans who returned to Tyler to seek new opportunities and realized that those opportunities were linked to higher education.

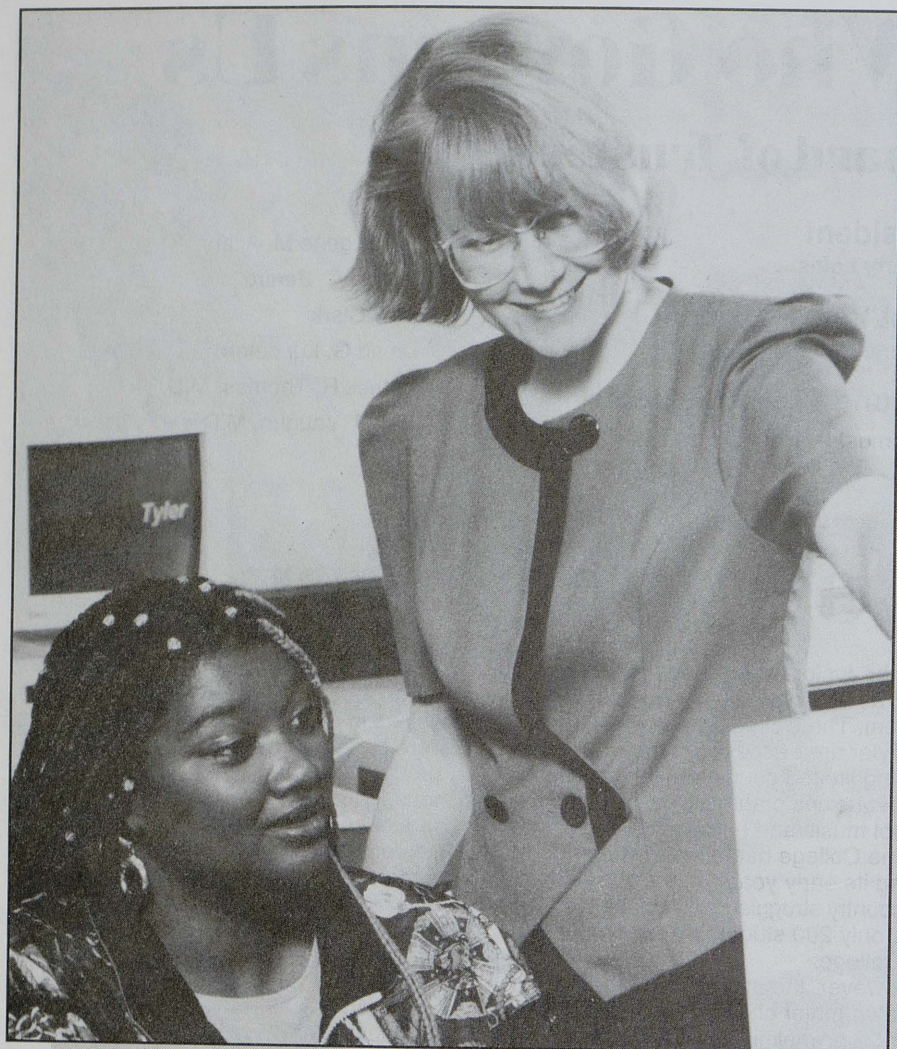
Tyler Junior College has continued to expand since its "rebirth" in the 1940's. An athletics program, established soon after the junior college district was created,

gave student-athletes a chance to excel on the football field or basketball court as well as in the classroom. Residence halls were built on campus in the 1950's. By the 1960's, new facilities had to be created to house the College's increasing vocational and technical programs that complemented traditional courses in the sciences, humanities and fine arts.

The Tyler Junior College District is now composed of six independent school districts: Chapel Hill ISD*, Grand Saline ISD, Lindale ISD, Tyler ISD*, Van ISD* and Winona ISD.

Today, after 68 years, Tyler Junior College has more courses offered in any single major division than were offered in the entire curriculum in 1926. Just as the courses have diversified, so have the students. Although students who reside in the Tyler Junior College District are entitled to priority in enrollment, students from throughout Texas and the United States attend Tyler Junior College. The College now has an enrollment of approximately 8,500 full- and part-time students each regular semester who pursue a variety of degree and certificate programs. And some 15,000 continuing education students each year take advantage of the educational opportunities offered by the College.

*Portions are not in TJC District.



"Here at TJC, we have a very supportive staff and administration. The TJC faculty works very hard at keeping up to date with the latest technology and trends. In order to better prepare our students for their future, we communicate very closely with business and industry to find out what their needs are. Overall, I feel students at TJC get a solid foundation to help them with any challenge they may face in their future."

Judy Kroll

Instructor, Computer Science

B.S., Sam Houston State University

B.B.A., M.Ed., Pan American University

What We Are

Mission Statement

Tyler Junior College is an institution committed to serving students by providing excellence in education in an environment which broadens the mind, challenges the spirit and maximizes human potential. The College provides open access and equal opportunity to all qualified individuals for pursuit of their aspirations and goals in areas of academic endeavor and work force preparation. As an integral part of the community, the College is also committed to meeting the needs of business and industry in a changing global environment and to providing opportunities for lifelong learning.

The College will fulfill its mission within prevailing fiscal and legal constraints by:

maintaining a high standard of excellence in education through . . .

- providing transferable academic courses and programs, technical education, developmental education and continuing education.
- meeting the needs of students with different learning styles.
- promoting higher-order thinking skills.
- recognizing scholarship among students and faculty.
- facilitating faculty and staff professional development to enhance their academic, intellectual and societal effectiveness.
- freeing faculty from unnecessary internal and external restraints which may impede effective instruction.
- encouraging innovations in teaching.
- incorporating advanced technology.
- encouraging faculty and students to work together to forge a competitive, high quality learning outcome.

creating an environment in which development of human potential is the highest priority through . . .

- sustaining an atmosphere of cooperation, respect, dignity, and equality which transcends racial, ethnic, cultural and global boundaries.
- promoting sound moral and ethical standards that permeate all aspects of College life.
- providing a nonrestrictive climate that facilitates intellectual and experiential growth and development of students.
- guiding students toward accepting responsibility for self-directed learning.
- providing programs for physical development and competitive sports.
- cultivating avenues for development of student leadership and citizenship.

offering open access and equal opportunity for all qualified students through . . .

- maintaining a tuition and fee structure and administering financial support programs which encourage broad participation in higher education.
- advising to enable academic success.
- providing counseling and support services for those with special needs and capabilities.
- providing a developmental education program to meet the needs of underprepared students with academic potential.
- providing distance learning and off-campus instructional programs.
- recruiting individuals who might not otherwise be aware of their own potential or of the educational opportunities which the College provides.

meeting the needs of business and industry for competency in a global marketplace through . . .

- offering college credit programs in technical areas.
- providing continuing education opportunities for entry level competencies and for updating professional skills.
- tailoring training and retraining programs to prepare the work force for current and future technology.
- supporting local and regional economic development.

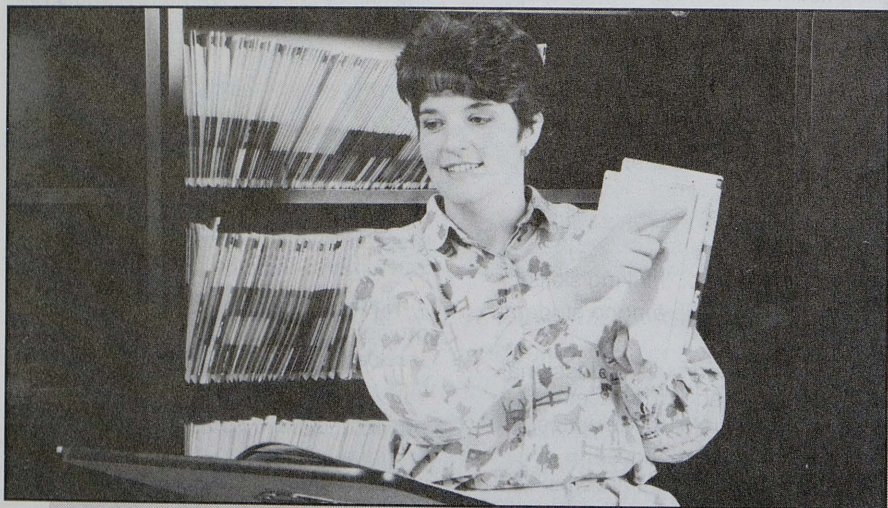
providing service to the community and opportunity for lifelong learning through . . .

- expanding awareness and appreciation of and increasing sensitivity to our multicultural society.
- offering College expertise and facilities for community members and their organizations.
- opening College activities to community participation.

- encouraging student and faculty involvement in community public service projects.
- fostering appreciation of the arts, humanities and sciences.
- cultivating an awareness of and participation in efforts toward preserving the environment.
- providing opportunities for social, spiritual and recreational development.
- nurturing development of intellectual and ethical standards.
- providing abundant opportunities for personal enrichment.

Accrediting

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate in arts degree, the associate in applied science degree and certificates of proficiency.



“Education is not just about a degree, but preparing students to be successful, productive members of the work force.”

Charlotte E. Creason

*Instructor/Director, Medical Record Technology
B.S., Southwestern Oklahoma State University*

What We Look Like

Buildings and Facilities

Tyler Junior College stands on a 73-acre campus, dotted with stately hardwood trees, and includes 30 buildings with eight residence halls.

The White Administrative Services Center houses offices of the administration, admissions, financial services, financial aid, human resources and computer services.

The Robert M. and Louise H. Rogers Student Center houses the College bookstore, dean of students' office, student activities office, residential life office, counseling services, testing, recreational facilities, a multi-purpose meeting room, lounges, College dining hall and health services.

Students with interests in mathematics and science will most likely make use of the **Aleck Genecov Science and Arts Building** which provides facilities for lab sciences and offices. **Potter Hall** is used for classrooms and offices. **Hudnall Planetarium** is used to reinforce classroom instruction and meet the needs of the entire community, ranging from adults to kindergarteners.

Students with interests in the humanities and performing arts will most likely make use of four buildings. **H.E. Jenkins Hall** houses academic classes and offices, and includes an art facility designed for teaching several types of artistic expression as well as providing a showcase for exhibits. **The Wise Auditorium Fine Arts Building** contains special rooms for music, art, drama and speech, as well as a large theatre. **The Watson W. Wise and Emma Wise Cultural Arts Center** houses the programs of music, speech and drama, in addition to offices, classrooms, practice rooms and performance facilities.

The George W. Pirtle Technology Center has five buildings which contain special classrooms and labs for technical courses, and the **Mechanical Trades Building** contains classroom and workshop facilities. **The Bonna Bess Vaughn Conservatory** features a large, fully equipped greenhouse conservatory with a reception area and also includes classrooms and offices.

The Regional Training and Development Complex (RTDC), the home of continuing education, the Small Business Development Center, the Tyler Area Business Incubator and the TJC Adult Learning Center, is an 84,000-square-foot facility which provides quick start-up, fast turnaround, low cost training programs for business and industry. The complex is located at 1530 S SW Loop 323, Tyler.

Established as a center for research and academic support, the **Vaughn Library and Learning Resources Center** houses a library of more than 85,000 volumes, a complete multimedia center with audio and video production facilities, personal computer laboratories and study carrels equipped with audio and/or video monitors to supply students with information in their courses.

Both **Wagstaff Gymnasium** and the **Health and Physical Education Center** provide recreational facilities. Wagstaff Gym provides modern facilities for programs in intercollegiate athletics, as well as general programs. **The Health and Physical Education Center** offers comprehensive fitness facilities including a gymnasium, an aerobics dance studio, a weight room, racquetball courts, an aquatics area, a band hall and other physical education facilities.

The College's eight air-conditioned residence halls offer suites for four students sharing a bathroom and two bedrooms. All halls have full-time coordinators to provide student development activities and operational supervision. **Bateman Hall** houses 150 students, making it the largest on campus. Both **Hudnall Hall** and **Claridge Hall** are home to approximately 90 students. **Sledge Hall** and **Holley Hall** house 60 to 70 students. **Lewis, Vaughn** and **West Hall** board about 50 students each. All the halls, except Bateman and Hudnall, have external courtyards.

Also located on the campus, through a cooperative agreement with the College, is the **Tyler Museum of Art**, a privately funded contemporary museum.



"Teaching at Tyler Junior College is more than a profession to me; it is a major part of my life that brings fulfillment. I especially enjoy my students. They are individuals with specific needs and different abilities that together form a classroom mosaic of challenges."

Mary Adams

Instructor, English

B.A., East Texas State University

M.L.A., Southern Methodist University

What We Expect

Admission

All materials required for admission to Tyler Junior College should be on file in the admissions office prior to registration. A new applicant whose file is incomplete at the time of registration will be allowed to enroll on conditional status pending completion of the admission file.

Admission is conditional until receipt of transcript showing that the Texas Assessment of Academic Skills or the Texas Evaluation of Minimum Skills has been passed. No student will be permitted to re-enroll until admission requirements have been met. Students are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

All beginning freshmen will be tested in basic skills and will be placed in classes in accordance with their performance.

Responsibility rests upon the student applicant for insuring that all necessary materials have been submitted for admission.

Selected Admissions—

Health Sciences and Computer Science Networking Technologies

Admission to Tyler Junior College does not guarantee admission to a specific allied health program or to the computer science networking technologies program. The number of students admitted to each of these programs is limited. Students admitted to selected admissions programs are selected on the basis of admission to the college, reading level, math ability, prior educational achievements and health status. Application for program admission should be made directly with the program director as early as possible in advance of the fall semester.

Programs which require separate application include associate degree nursing, computer science networking technologies, critical care nursing, dental hygiene, diagnostic medical sonography, emergency medical technology, medical laboratory technician, medical record technology, optician technician, radiologic technology, respiratory therapy and vocational nursing.

State Mandated Testing Requirements

Texas Academic Skills Program (TASP)

The Texas State Education Code requires that all students "... who enter public institutions of higher education in the fall of 1989 and thereafter must be tested for reading, writing and mathematics skills." This includes all "... full-time and part-time freshmen enrolled in a certificate or degree program ..." "any student must complete the official TASP Test during the semester he/she completes nine or more (college) credit hours or the equivalent."

Performance on the test will not be used as a condition of admission to Tyler Junior College. Results of the test will be used for course placement only.

This official test is given only on the specified test dates. Test fees must be paid by student.

Exemptions:

- Student who has completed 3 or more semester hours of college credit before the fall semester of 1989.
- Student who is going into a certificate program with less than 9 semester hours of general education requirements.
- Students who have had local placement tests may obtain up to 9 semester hours credit before having to take the TASP test.

Required Remediation:

A student who fails one or more sections of the TASP Tests or who scores below the state's minimum standard on a placement test, **must "continuously participate" in some remedial activity. Some remediation is required for every semester/term in which the student is enrolled until all sections of the TASP Test are passed.** A student who is required to be in a remedial program may not withdraw from all remediation and continue in college. A student who fails the writing portion of TASP will not be allowed to enroll in ENGL 1302 until the writing component of TASP is completed.

Immunization

The Texas Department of Health highly recommends immunizations at Texas colleges and universities for tetanus, diphtheria, measles, rubella and mumps.

All allied health students who have any direct patient contact will be required to have proof of adequate immunization for:

- Tetanus/Diphtheria
- Measles
- Mumps
- Rubella
- Hepatitis B (Recommended)

Methods of Admission

Tyler Junior College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

1. High School Graduate

An official high school transcript showing date of graduation and passing of TEAMS or TAAS test for those subject to these tests. Students whose transcripts do not show successful passing of the TEAMS or TAAS test must have special approval, based upon placement tests.

2. Admission by Examination (General Educational Development Test)

Applicants whose high school class has graduated and who wish to enroll in Tyler Junior College may be considered. Applicants must present satisfactory scores on the GED test prior to admission and proof that their high school class has graduated. High school class graduation may be waived for special cases.

3. Admission of Transfer Students

Students may be accepted on transfer from other regionally accredited colleges and universities when eligible to return to their former institutions. (See page 29 for more information.)

A student seeking to transfer to Tyler Junior College must:

- a. Present a transcript from the last college or university attended. Students who wish to apply for a degree, financial aid, veteran benefits and/or certificate from Tyler Junior College must furnish official copies of transcripts from all colleges or universities attended.

- b. Continue on scholastic probation at Tyler Junior College if he/she has been placed on probation at another institution.

- c. Students on academic suspension will not be considered for admission until their suspension term has been met. Residents of the Tyler Junior College District may apply to the dean of admissions for special consideration.

A student transferring from another collegiate institution is not at liberty to disregard his collegiate record and apply for admission on the basis of his high school record or a part of his college record.

4. Special Admissions

- a. Students who did not graduate from high school, but whose high school class has graduated may be admitted conditionally upon the approval of the admissions committee after taking placement tests in the Counseling Center

- b. Early Admission Students: Special high school students are accepted during their senior year upon recommendation of their high school counselor or principal and with the permission of their parents. These students may take one or two courses each semester. Credit for the courses will not be released until the student graduates from high school and furnishes Tyler Junior College with a transcript showing date of graduation.

- c. Allied Health Programs: In addition to admission to Tyler Junior College, students must fill out appropriate application to the particular allied health program in which they are interested. Enrollment into these programs is limited due to clinical facilities available.

- d. Computer Science Networking Technologies: In addition to admission to Tyler Junior College, students must fill out an application to the Networking Technologies Degree Program. Enrollment in this program is limited due to available lab facilities.

- e. Concurrent Enrollment: High school students may, with permission of the appropriate high school officials,

hold concurrent enrollment in high school and college courses. This will be available to high school students from area school districts which have agreements with the College that the students may take these college courses, to be used for both college and high school credit.

- f. Independent Study: Students who are under 18 years of age and who are applying for admissions based on the completion of an independent study equivalent to the high school level in a nontraditional setting rather than through a public high school or accredited private high school may be admitted on an individual approval basis provided they:

- (1.) Present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with the TEA minimums for high school completion as follows:

Advanced Program Graduation Requirements

English ¹	4 units
Mathematics ²3 units
Science	3 units
United States History	1 unit
World History or	
World Geography	1 unit
Government	5 units
Economics	5 units
Physical Education ³	1.5 units
Health	5 units
Foreign Language	2 units
Fine Arts/Speech	1 unit
Computer Science/ Mathematics ⁴	1 unit
Electives	<u>3 units</u>
TOTAL	22 units

¹English I, II, III, IV. The fourth unit may be satisfied by ENGL IV Academic or ENGL IV Academic Honors (Advanced Placement).

²Must be Algebra I, II, Geometry or above. If Algebra I is taken in eighth grade, three credits above Algebra I are required.

³See note 2 under regular program.

⁴Computer Mathematics I; Business Computer Applications I and Business Computer Programming I; Business Information Processing; and Computer Science I or II or AP.

- (2.) Comply with institutional testing requirements; and
- (3.) Agree to limitations or conditions of admissions established by the institution.

5. International Students

The following requirements apply to international students:

Immigrant and refugee students—Students must submit verification of immigrant card or 1-94 Refugee Permit.

Non-immigrant alien students—The following requirements apply to all students holding visa category A-L issued by Immigration and Naturalization Service:

- a. Application and all documents should be on file at least 60 days prior to registration.
- b. Official copy of transcript for the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and grade earned. Students who have attended an American college or university do not need to submit a high school transcript.
- c. Official copy of transcript from each college or university attended. All foreign transcripts must be certified English translations.
- d. Proof of English proficiency. Furnish one of the following:
 - (1.) Test of English as a Foreign Language (TOEFL); minimum acceptable score is 525.
 - (2.) Completion of an English Language School or program of recognized standing with proficiency attained equivalent to above TOEFL score as approved by office of admissions.
 - (3.) Other proof of English proficiency equivalent to above TOEFL score as approved by office of admissions.
- e. Immunization requirements for international students (immigrant refugee and non-immigrant alien).
 - (1.) Freedom from infectious tuberculosis should be ascertained by:
 - (a) Tuberculin test (5 TU. PPD, Mantoux technique) required within six months prior to admission.

as needed for degree or program planning. Individual courses transferred will not be posted on the Tyler Junior College permanent record, but a summary of the total hours accepted from other institutions will be a part of the permanent record.

Tuition and Fees

Tuition rates at Tyler Junior College are low because the College is partially supported by the State of Texas. Tuition and fees are due in full at the time of registration. Any other plan must be an approved aid program with the financial aid office. All tuition and fee payments made by third parties must be presented prior to or during registration. A registration fee of \$10 will be charged to all students. An additional fee of \$10 is charged for late registration—enrollment after the regularly scheduled registration days. A fee of \$15 will be charged for all returned checks. If the check was presented in payment of tuition and fees, the return will also result in a \$10 late registration fee. Unpaid student accounts may be turned over to a collection agency.

A fee of \$5 will be charged each time a student changes his or her schedule after registration.

Residency Classification

It is the student's responsibility to have residency information correct prior to payment of fees.

Residents of the TJC District

Tuition: \$15 per semester hour with a minimum total tuition charge of \$25.

Student fee: \$5 per semester hour.

Building use fee: \$3 per semester hour.

Instructional technology fee: \$3 per semester hour.

Texas Residents from outside the TJC District

Tuition: \$15 per semester hour with a minimum total tuition charge of \$25.

Out of District Fee: \$15 additional per semester hour.

Student fee: \$5 per semester hour.

Building use fee: \$3 per semester hour.

Instructional technology fee: \$3 per semester hour.

Non-Texas Residents

Students whose residence is outside the state of Texas and who are thereby classified as non-residential students according to the definition provided by the statutes of the State of Texas are charged a special non-resident tuition rate.

Tuition: \$25 per semester hour with a minimum total tuition charge of \$200.

Surcharge fee: \$15 per semester hour.

Student fee: \$5 per semester hour.

Building use fee: \$3 per semester hour.

Instructional technology fee: \$3 per semester hour.

In-district, in-state and out-of-state residency is determined by using the guidelines published by the Coordinating Board in "Rules and Regulations—Residence Status." **Twelve months as a non-student is the minimum length of time required to establish residency.**

"Legal place of residence" is defined as the place where you, your parents or guardian live for the required length of time at the time of enrollment.

In-District student: A Texas resident (or dependents) who physically resides on property subject to ad valorem taxation by the Tyler Junior College District the required length of time (12 months).

Out-of-District student: A Texas resident who does not physically reside within the geographic boundaries of the Tyler Junior College District.

Waiver of Non-Resident Tuition

The difference in the rate of tuition for non-resident and resident students may be waived for a person and dependent who own property and reside on property which is subject to ad valorem taxation by the Tyler Junior College District [Section 130.003(b)(4), Texas Education Code].

A person (or dependents) requesting such a waiver shall verify property ownership with the admissions office at the time of registration. Aliens not domiciled in the United States are not eligible for waiver of the nonresident tuition rate due to payment of ad valorem taxes.

Reclassification

Application for reclassification.

Students classified as nonresident students shall be considered to retain that status until they make written application by the institution and are officially reclassified in writing as residents of Texas by the proper administrative officers of the institution.

Reclassification as a nonresident.

Persons who have been classified as residents of Texas shall be reclassified as nonresident students whenever they shall report, or there is found to exist, circumstances indicating a change in residence to another state. If students who have been classified as residents of Texas are found to have been erroneously classified, those students shall be reclassified as nonresidents and shall be required to pay the difference between the resident and nonresident tuition for those semesters in which they were so erroneously classified.

Reclassification as a resident.

If students have been erroneously classified as nonresident students and subsequently prove to the satisfaction of the appropriate officials of an institution of higher education that they should have been classified as a resident student, they shall be reclassified as residents of Texas and may be entitled to a refund of the difference between the resident and nonresident fees for the semesters in which they were so erroneously classified. Normally the refunds must be requested and substantiated during the current term.

Students must complete any reclassification of residency prior to payment of tuition and fees in order to be effective for that semester.

Student and Special Fees

Student Fee

All students are subject to a \$5/hour charge to cover the cost of general services. This fee may not exceed \$150 in one semester or summer session.

ID Cards

All students at Tyler Junior College are issued identification cards at their first registration. This card will be presented for admission to College activities, use of library and learning resources, use of the HPE Center, as a meal ticket and for other College functions requiring identification. The card should be obtained during registration or the first two weeks of school. If the card is lost or not obtained during this period, a late/lost card fine will be assessed. Cards are invalidated upon replacement or during semesters when a student is not enrolled.

Parking Fees

All full and part-time students, faculty and staff who operate a motor vehicle on property owned or controlled by the College are required to register each vehicle with the Campus Safety Office. A registration permit must be affixed to each vehicle in accordance with the Parking Rules and Regulations of the College.

Motor vehicles will be registered for an



academic year or for the balance of the year registered, whichever is applicable (the year is September 1 through August 31). Student permits are free (one per student) with the original payment receipt.

Additional vehicles may be registered by paying \$5.00 per vehicle at the Campus Safety Office. In order to register a vehicle, a driver's license, student or faculty identification card and motor vehicle license number must be provided.

Special Fees

- 1. In accordance with the requirements of the statutes of the State of Texas, students are charged a semester laboratory fee of \$15 for laboratory courses.
- 2. A fee of \$15 is paid by students at the time of application for graduation.
- 3. Music fees per semester—individual lessons:

	One 30-Minute Lesson Per Week	Two 30-Minute Lessons Per Week
Piano	\$50	\$75
Voice	50	75
Violin, Violoncello	50	75
Guitar	50	75
Woodwind Instrument ...	50	75
Brass Instrument	50	75
Practice Room (four hours per week)	\$ 4	

- 4. A posting fee of \$25 is paid by students in the following situations:
 - a. Credit by examination
 - b. Credit for life experience
 - c. Credit by articulation agreement

Tyler Junior College Refund Policy

Complete Withdrawal:

Students who officially withdraw from Tyler Junior College by completing proper forms in the registrar's office shall have their tuition and mandatory fees refunded according to the following schedule:

Fall and Spring Semesters

Prior to the first class day	100%
During the first five class days	80%
During the second five class days	70%
During the third five class days	50%
During the fourth five class days	25%
After the fourth five class days	None

Summer Semesters/Mini-Mesters

Prior to the first class day	100%
During the first, second or third class day	80%
During the fourth, fifth or sixth class day .	50%
After the sixth class day	None

Late registration, registration fee, change fees and insurance fees are non-refundable.

Please see withdrawal procedures in the "College Regulations" section of this Catalog.

Partial Withdrawal

Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at Tyler Junior College will have applicable tuition and fees refunded according to the following schedule:

Fall and Spring Semesters

During the first twelve class days	100%
After the twelfth class day	None

Refunds will be mailed to the student's permanent address 4-6 weeks after the 12th class day.

Summer Session/Mini-Mesters

During the first four class days	100%
After the fourth class day	None

Refunds will be mailed to the student's permanent address 2-4 weeks after the 4th class day.

Refunds will be applied to outstanding debts owed to Tyler Junior College.

Tuition, fees and other expenses are subject to change by vote of the Tyler Junior College Board of Trustees or the legislature of the State of Texas.

Special Note

Drop slips received after 4:00 p.m. will be processed the following day.

Financial Aid Funds

College charges (tuition, fees, housing, etc.) are collected from the first financial aid money available to the student regardless of due date. Students are responsible for paying any tuition, fees, room, board, loans or other expenses not paid by financial aid or scholarships by appropriate deadline.

How We Help You

Financial Aid

Steps for Financial Aid Processing Each Year

1. Complete and mail a free Application for Federal Student Aid (FAFSA) to address indicated each year.
2. When student receives Student Aid Report (SAR), bring it to the financial aid office.
3. Student and/or parent may be required to furnish to the financial aid office a copy of their income tax form if SAR has been selected for verification.
4. Complete a Tyler Junior College financial aid packet with all pertinent documents filled out and returned.
5. Transfer Students: Students who have attended other schools will be required to (a) furnish an academic college transcript from the last school attended, and (b) furnish a financial aid transcript (FAT) from all previous colleges, trade or technical schools.
6. Turn in all required material to the financial aid office by deadline in order to have financial assistance available at time of registration.

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. **To apply for financial aid, each year a student must complete the free Application for Federal Student Aid (FAFSA).** This application takes 4-6 weeks to process.

Important Dates—Although an application for financial aid may be submitted at any time during the term, priority is given to students who complete their file with the office of student financial aid and scholarships by the dates recommended below:

Fall Semester—June 1

Spring Semester—November 1

Students whose files are completed after these dates cannot be assured of

funding availability for registration purposes.

A student may apply for financial aid before being admitted to Tyler Junior College. However, the awarding of aid is contingent upon acceptance for admission. Funding not used to pay tuition and fees, books or room and board charges will be disbursed to the student approximately 45 days after classes begin.

Students and/or parents may also be required to submit a copy of their most recent federal income tax form. Any applicant who is married, 24 years of age or older; graduate/professional student, orphaned or a ward of the Court, a veteran of the U. S. armed forces or has legal dependents other than a spouse **will** be considered self-supporting.

All applicants who have attended other colleges or universities are required to submit a Financial Aid Transcript (FAT) whether or not financial aid was applied for or received at the other institution.

Course Load Requirements—For eligibility in Federal Programs (Pell Grant, SEOG, College Work-Study and Stafford Student Loan) students must be enrolled in a degree or certificate program for at least six credit hours. Students enrolled less than six credit hours may qualify for Federal Pell Grant funds. Students who attend only in the summer session may not be eligible for financial aid. Contact the office of student financial aid and scholarships for details.

Some of the scholarships, grants, loans and job opportunities available to students are outlined in the following paragraphs. Contact the office of student financial aid and scholarships for detailed information about any program and deadlines for applying.

Scholarships

Guidelines and development of new scholarships are the responsibility of the Office of Development and Alumni Relations. For additional information concerning the establishment of new scholarships, please call 903-510-2497.

Awarding and management of scholarships is conducted by the Office of Financial Aid and Scholarships.

Presidential Scholarships

Presidential Scholarships of \$2,000 per year or \$4,000 over two years are awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities, and rank in the first 10 percent of their graduating high school classes. The College currently has 61 Presidential Scholarships.

Priority for the selection of these Presidential Scholarships is given to students who meet the above criteria, have been admitted to the College and have filed TJC's application for scholarship with the director of student financial aid and scholarships by March 1. Applications for the scholarship are available through high school counselors.

To maintain the scholarship, a 3.3 cumulative grade point average and full-time (12 hours) enrollment must be maintained. These scholarships are funded through the various endowments available to Tyler Junior College.

Presidential Scholarships

Mattie Alice Scroggin Baker
Harold C. and Rosemary Beaird
Earnestine and David E. Berlin
Frances Dillon Birdwell
S.W. Brookshire
Ina Brundrett
Sarah Butler
Frank and Margaret Canavaggio
Norma Anderson Carpenter
Dorothy and Jimmie Cheatham
Mary Martha Fair
Mary Martha Fair
"Rusty" Ingram Fletcher
June S. Flock
Mrs. A.S. Genecov
Brady P. Gentry
Elizabeth S. Gugenheim
William L. and Minnie Lou Herrington

Dulse Lux Hudnall
Jeanne and Phil Hurwitz
Dr. Harry E. Jenkins
J.W. Johnson
Dr. and Mrs. Earl C. Kinzie
St. Clair F. Luzzi
Red Little
Red Little in Journalism
Margaret Ann and Harry Loftis
Anne and Isadore Mayerson
McLarty-Childress
Maurine Genecov Muntz
Josephine and Dan Needham
Daniel A. Needham in Engineering
Lloyd and Seville Nunn
El Freda Taylor Pirtle Memorial
George W. Pirtle Memorial
Joyce and Bill Pirtle
Emma Lou Prater
Dr. Blanche Prejean
William Atchley Pye
Louise H. Rogers
Robert M. Rogers
Pauline Heffler Roosth
Atlantis Shelby
Dorothy and Thomas H. Shelby, Jr.
Smith County Medical Society Auxiliary
Rilla Jeffrey Squyres
Doyle D. Starnes, Jr., DVM
Florence and Marcus L. Strum
Tyler Clearing House Association
Bonna Bess and Jim Vaughn
Floyd Wagstaff
Dorothy Fay and Jack White
Dorothy Fay and Jack White
Dorothy Fay and Jack White
in the Fine Arts
Rev. J.E. White and Minnie Gentry White
Mastin Gentry White
Mabel Williams
Gertrude Buckley Windsor
Emma F. Wise
Royce E. Wisenbaker
Mrs. Royce E. "Petey" Wisenbaker

Dean's Scholarships

Dean's Scholarships of \$1,000 per year or \$2,000 over two years will be awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities and rank in the first 15 percent of their graduating high school classes.

To maintain the scholarship, a 3.0 cumulative grade point average and full-time (12 hours) enrollment must be

maintained. Applications for the scholarship are available through high school counselors.

Dean's Scholarships

Brady P. Gentry (5 scholarships)
Mr. and Mrs. A.W. Riter, Jr.
Mr. and Mrs. A.W. Riter, Jr., Leadership
Dr. and Mrs. J.E. Watkins
Dorothy Fay White and J.E. White
(3 scholarships)
Jack and Dorothy Fay White
(5 scholarships)
Mabel Williams (2 scholarships)
Isaac "Ike" C. Sanders

Faulconer Academic Incentive Award for Ethnic Minorities

The Faulconer Academic Incentive Award for Ethnic Minorities is an annual award of \$2,500 to minority students chosen from the TJC district. The recipients must maintain a 2.0 cumulative grade point average and 12 hours each semester.

Valedictorian's Scholarships

Valedictorians (defined as highest-ranking student) of accredited Texas high school graduating classes are eligible for freshman-year tuition and fees. A letter or certificate of verification from the student's high school principal must be presented.

College/Endowed

A limited number of Tyler Junior College funded and endowed scholarships and grants are available to those who qualify on merit and/or need. The amounts and number of these awards will vary each year depending on available funding and the student's need. Generally, to receive consideration for academic scholarships, applicants must present outstanding academic ability and appropriate application.

Academic scholarships are awarded for one year at a time. Recipients must enroll in a minimum of 12 hours each semester. These scholarships are generally not available during the summer sessions. In all instances, where the student's need is met with federal or state funds, any scholarship or grant awarded may be adjusted to meet federal/state audit guidelines.

Athletic Performance Grants

Athletic performance grants are awarded by the Tyler Junior College athletic program according to Texas Eastern Conference and NJCAA guidelines. Applications may be made to the Tyler Junior College athletic office. The athletic performance grants are awarded in football, men's and women's basketball, men's and women's tennis, soccer, golf and baseball.

Performance Grants

Members of certain performing organizations are awarded partial scholarships. These groups include the Apache Band, Apache Belles, cheerleaders, Harmony and Understanding, Chamber Singers, student government, and speech and theatre.

Annual Scholarships and Awards

Listed below are the names of scholarships that have been awarded to Tyler Junior College students within the past year. Many of the individuals or organizations named below have created or contributed significantly to scholarship opportunities for Tyler Junior College students. The list includes scholarships awarded by the **Tyler Junior College Foundation** and administered by the Tyler Junior College Scholarship Committee as well as scholarships awarded and administered by outside agencies.

For application information, contact the office of student financial aid and scholarships.

Paul and Jacqueline Adams
Art Scholarship
Advance Class Scholarship/Glenwood
Methodist Church
American Association of University
Women Scholarship
American Business Women's Association,
Rose Garden Chapter, Scholarship
American Business Women's Association,
Tyler Azalea Chapter, Scholarship
Tom Anderson Jr. Journalism Scholarships
Dr. R.E.G. Baldwin Nursing Scholarship
Alison Joy Baker Service Fellowships
Leta Togan Scholarship
Wood T. Brookshire Memorial Scholarships

Claud Brown Scholarships for
 Handicapped Individuals
 Dr. Jean Speller Browne Scholarship
 T.B. Butler Newswriting Award
 T.B. Butler Publishing Company
 Scholarship
 T.B. Butler Publishing Company Key
 and Internship
 B.G. Byars Scholarships
 D.K. Caldwell Scholarship
 Thomas Julian Caswell
 Memorial Scholarship
 Cedars of Lebanon Club Scholarship
 Chick-Fil-A Scholarship
 Dr. H.R. Coats Nursing Scholarship
 Jim Collins Scholarship
 Community Hospital Auxiliary Scholarship
 Nell Covin Scholarship
 Criterion Study Club Scholarship
 Wilton J. Daniel Endowed Scholarship
 Daniel B. Deupree Foundation
 Scholarship
 Doctors Memorial Hospital Scholarship
 Forrest Dorsey Memorial Scholarship
 East Texas Cattle-ettes Scholarship
 East Texas Chapter of Links Art
 Competition Award
 East Texas Fall Baseball
 Association Scholarship
 East Texas Respiratory Seminar
 Scholarship
 East Texas State Fair Scholarships
 Endowed Nursing Scholarship
 Ethnic Minorities in Vocational and
 Professional Nursing Scholarship
 First United Methodist
 Church Scholarship
 James Robert Fleet Endowed Scholarship
 Paul and Sylvia Golenternek
 Forchheimer Scholarship
 Free Enterprise Scholarship
 I.L. Friedman Scholarship
 Mrs. D.K. "Lottie" Caldwell/Alfred E.
 Gilliam Apache Belle Scholarship
 Mary John and Ralph Spence/Alfred E.
 Gilliam Apache Belle Scholarship
 Goar Scholarship Fund
 Celia Golenternek Goldstucker,
 Phillip and Hyman Golenternek
 Memorial Scholarship
 Dr. and Mrs. Dan Golenternek
 Scholarship

Dr. and Mrs. Joe Golenternek
 Scholarship
 Isadore Golenternek Scholarship
 Leo Golenternek Memorial Scholarships
 Sarah H. and Alexander Golenternek
 Memorial Scholarship
 Good Shepherd Medical Center
 Scholarship
 Mrs. English (Elaine) Gordon Scholarship
 Grant Assistance Program (GAP) Awards
 Gregg County Medical Society Auxiliary
 Scholarship
 Mrs. Etta Golenternek Gross Memorial
 Scholarship
 Elizabeth S. Gugenheim Nursing
 Scholarship
 Raymond Hedge, Sr. Memorial Scholarship
 Henderson Memorial Hospital
 Scholarship
 Simon and Louise Henderson
 Foundation Endowed Scholarship
 Marguerite Hercules Scholarships
 Dr. Winifred Golenternek Heringhi
 Memorial Scholarship
 Hide-A-Way Lake Kiwanis Club
 Scholarship
 Houston Livestock Show and
 Rodeo Scholarship
 David K. "Cokie" Hughes Memorial
 Scholarship
 Dr. H.E. Jenkins Memorial Scholarship
 Lillie Jiles Scholarships
 Varina Powell Johnson Scholarships
 Johnnye Kennedy Scholarship
 Dr. Earl Kinzie Scholarships-LVN
 Margaret Kinzie Scholarships-RN
 Rick Kinsey Electronics Award
 Levy Estate Scholarship
 Robin Lindsey Memorial Scholarship
 Littera Club Scholarship
 Lufkin Industries Scholarship
 LVN's Studying to Become RN's
 Scholarship
 Minnie L. Maffett Scholarship
 Leota Martin Memorial Scholarship
 Charles T. May Memorial Scholarship
 Bruce McMillan, Jr. Foundation
 Scholarships
 Beth Rowell Mead Educational
 Scholarship
 Medical and Surgical Clinic Scholarship
 John Nash Scholarship

Marti Oge Nursing Scholarship
 Optimist Club of Mineola Scholarship
 Harris Oswalt Scholarship
 Frank E. Peycke Memorial Scholarship
 P.C. Pinkerton Memorial Scholarship
 Pirtle Scholarship in Science
 and Engineering
 El Freda Taylor Pirtle Scholarships
 George W. Pirtle Technology
 Scholarships
 Jennifer Leigh Rogers Scholarship
 Rose Capital Pilot Club Scholarship
 Chuck Sanderson Memorial Scholarship
 Dr. and Mrs. L.E. Skinner Scholarship
 Smith County Medical Society Alliance
 Scholarships
 Grace Moore Skinner Smith Scholarship
 Kathryn Nettles Speas Scholarship
 Tony Spitzberg Memorial Award
 Christopher Glynn Starnes
 Endowed Scholarship
 Ronnie M. Stone Memorial Scholarship
 Florence and Marcus Strum Scholarships
 Temple Inland Foundation Scholarship
 TEPE Scholarship
 Texas Chest Foundation Scholarship
 Texas Interscholastic League Scholarship
 TSRH Family Scholarship
 Turman Family Reunion Scholarship
 Tyler Auto Christian Fellowship
 Scholarship
 Tyler Civitan Scholarship
 Tyler Desk and Derrick Club Scholarship
 Tyler Jaycees Scholarship
 Tyler Junior College Alumni Association
 Scholarship
 Tyler Junior College Drafting Scholarship
 Tyler Junior College Faculty/Staff/
 Family Memorial Scholarship
 Tyler Junior College GED Scholarship
 Tyler Patrolman's Association
 Scholarship
 Tyler Sunrise Rotary Club Scholarship
 Kreeleene Van Cleef Scholarship
 Vaughn Foundation Nursing Scholarship
 Vaughn Foundation Scholarship
 Veteran's of World War I and Ladies
 Auxiliary of Rose City Barracks
 Scholarship
 Wal-Mart Foundation Scholarship
 Carl Wallace Journalism Scholarship

Mary Wallace Education Scholarship
 Earl Wallis Memorial Scholarship
 Dr. and Mrs. J.E. Watkins
 Scholarship Trust
 Hazel M. Weeks Endowed Scholarship
 E.A. Wendlandt Scholarship
 Jack and Dorothy Fay White
 Fine Arts Scholarship
 Mastin G. and Jack White Music
 Scholarship
 Virginia Wilks Nursing Scholarship
 Gertrude Windsor Art Scholarship
 Winona ISD Educational Partnership
 Watson Wise Incentive Award
 Watson W. and Emma Wise Cultural
 Arts Scholarship
 Virginia Pittman Yale Journalism
 Scholarship

Grants

Federal Pell Grant

The Pell Grant program is a federally funded program designed to provide eligible students with a "foundation" of financial aid to assist with the costs of attending college. To be considered for a Pell Grant, a student must be an undergraduate, not have received a bachelor's degree, and complete a Free Application for Federal Student Aid (FAFSA) annually.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. First priority is given to full time students receiving a Pell Grant. Funding is limited.

Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students enrolled at state supported colleges. This grant is available to students enrolled in at least six credit hours. However, priority is given to full time students. Funding is limited.

Texas Public Educational—State Student Incentive Grant (TPE-SSIG)

The TPE-SSIG program is a state program. To qualify, students must show financial need and be making satisfactory academic progress toward their educational goal. Preference is given to full time students. Funding is limited.

TASP Fee Waivers

A limited number of TASP fee waivers are available to students who show financial need.

Loans

Federal Stafford Loans

Stafford Student Loans may be made both by private lending institutions (banks, credit unions, insurance companies) and by the State of Texas, through the Hinson-Hazlewood College Student Loan Program. The interest on Stafford Student Loans is approximately 7.5 percent. Repayment on Stafford Student Loans begins six months after the student is no longer enrolled on at least a half time basis. There is a \$50 minimum monthly repayment and a maximum ten-year repayment period for these loans. In accordance with federal guidelines, all students must attend a pre-loan counseling session annually prior to the release of any loan funds. Additionally, students are also required to attend an exit loan counseling session prior to graduating or exiting the institution. Contact the office of student financial aid and scholarships for further information.

Federal Unsubsidized Stafford Loans

See financial aid office for more details.

Emergency Tuition Loans

Tyler Junior College has established a limited Emergency Tuition Loan program to meet emergency needs of students who qualify. Loans are limited to the amount of tuition and fees and bear no interest; however, there is a \$15.00 loan processing fee. Students must have a financial aid file pending. Contact the office of student financial aid and scholarships for more information.

Employment

College Work Study (CWS)

The College Work Study program provides part-time employment for students with financial need and who want to earn part of their educational expenses while they are going to school. Total earnings are determined by financial need and time available to work. Students must apply each year for College Work Study.

Student Assistants' Employment Program

Part-time employment for students who do not have financial need is available on campus. The wage rate and the average hours worked per week are similar to the College Work-Study program. Apply in the human resources office.

Off Campus Employment

Various part-time employment opportunities are available in the Tyler community. Contact the career planning and placement office for placement assistance. The wage rate varies with each job and financial need is not a requirement of employment.

TJC Trivia

The first campus newspaper, published in 1927, was called the Apache Pow Wow. The name was shortened to the Pow Wow in 1948 and later became the Tyler Junior College News.

Satisfactory Academic Progress Requirement

Students who receive financial aid are required to make measurable progress toward the completion of their course of study. For a detailed description of the requirements contact the student financial aid and scholarships office.

All inquiries regarding financial aid should be addressed to:

Director of Student Financial Aid
and Scholarships
Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711

Vocational Rehabilitation Program

The Texas Rehabilitation Commission (TRC) offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information contact: Vocational Rehabilitation Program, Tyler District Office, 3800 Paluxy, Suite 325, Tyler, Texas 75703.

Bureau of Indian Affairs

The Bureau of Indian Affairs offers educational benefits to American Indian students. Interested students should contact the regional Bureau of Indian Affairs Office regarding eligibility: Bureau of Indian Affairs, 3800 Paluxy Drive, Suite 325, Tyler, Texas 75703.

Tuition Exemption Program

In addition to the scholarships, grants, loans and employment opportunities already mentioned, the State of Texas offers a number of exemptions from tuition and fee charges. They are not related to family income or "financial need," nor do they require the completion of a regular financial aid application. Eligible Exemptions and Waivers are as follows:

Tuition Exemptions

1. Exemption of Certain Veterans, Dependents, etc. of the Armed Forces of the United States from Payment of Tuition.

2. Exemption of Certain Orphans of Members of the Armed Forces, Texas National Guard and Texas Air National Guard from Payment of Tuition.
3. Exemption of Highest Ranking Graduate of Accredited High Schools from Payment of Tuition for Two Semesters.
4. Exemption of Students from Other Nations of the American Hemisphere from Payment of Tuition.
5. Exemption of Deaf or Blind Students from Payment of Tuition.
6. Exemption of Children of Disabled Firemen, Peace Officers, Employees of the Texas Department of Corrections and Game Wardens from Payment of Tuition.
7. Exemption of Tuition for Firemen Enrolled in Fire Science Courses.
8. Exemption of Tuition for Children of Prisoners of War or Persons Missing in Action.

Tuition Waiver Codes

1. Application of resident rather than non-resident tuition to out-of-state students enrolled through the Academic Common Market.
2. Application of resident rather than non-resident tuition to military personnel and dependents.
3. Application of resident rather than non-resident tuition to teachers and professors of Texas state institutions of higher education, their spouse and children.
4. Application of resident rather than non-resident tuition to residents of a bordering state who register at a Texas public junior college.
5. Application of resident rather than non-resident tuition to a teaching or research assistant, provided student is employed at least one-half time in a position which relates to his/her degree.
6. Application of resident rather than non-resident tuition to a non-resident holding a Competitive Academic Scholarship of at least \$200 for the academic year or summer for which he/she is enrolled.

7. Application of resident rather than non-resident tuition for a person and dependents who owns property to ad valorem taxation by the junior college district in which the person is enrolling. Aliens not domiciled in the United States are not eligible for waiver of the nonresident tuition rate due to payment of ad valorem taxes.
8. (54.062) Payment of lowered tuition rate due to concurrent enrollment in more than one public institution of higher education in Texas.
9. Special tuition rates, caused by other statutory exemptions not included in numbers 1 to 8 or waivers not included in numbers 1-8 or 10-15.
10. Application of resident rather than non-resident for a Mexican national attending UT El Paso, UT at Brownsville, UT-Pan American, Sul Ross State University or Laredo State University who shows financial need.
11. Application of resident rather than non-resident tuition for a non-resident or foreign student who holds a competitive scholarship or stipend and is accepted in a clinical biomedical research training program leading to both a Doctor of Medicine and a Doctor of Philosophy degree.
12. Application of resident rather than non-resident tuition rate to a non-resident alien and his or her dependents stationed in Texas in keeping with the North Atlantic Treaty.
13. Application of resident rather than non-resident for a Mexican national attending a General Academic Teaching Institution who shows financial need.
14. Application of resident rather than non-resident tuition for Mexican national attending a public institution of higher education in Texas as a part of the state's student exchange program.
15. Application of resident rather than non-resident tuition for an individual or a member of his family located in Texas as an employee of a business or organization that became established in this state as a part of the program of state economic development and diversification.
16. Application of resident rather than non-resident tuition for an individual who is a non-resident alien, who otherwise meets residency requirements, who is living in the United States or on a visa which the U.S. Department of Justice has determined will allow the holder to establish a domicile in the United States. (As of the printing of this publication, only individuals having visa classifications of A-1, A-2, G-1, G-3, G-4 and K and those classified by the Immigration and Naturalization Service as Refugees and Asylees are eligible.)
17. Competitive Academic Scholarship Recipients. Certain students receiving competitive academic scholarships may be exempted from paying nonresident tuition rates. (See Rules and Regulations Residence Status published by Texas Higher Education Coordinating Board).

All of the above categories are subject to change by the legislature of the State of Texas.

Contact the admissions office for more information.

Veterans' Services

Veterans' G.I. Bill of Rights

Tyler Junior College is approved for veterans' training.

Veterans may consult the veterans' coordinator for information and assistance in applying for benefits.

Veterans' Dependents' Aid

The federal government has set up provisions in Public Law 634 whereby certain veterans' dependents may be eligible for a subsidy while pursuing their education. Orphans of service personnel and dependents of veterans with service-connected disability may find themselves eligible.

Satisfactory Progress

The Veterans Administration must be notified of unsatisfactory progress following each semester that a student does not maintain a 2.0 cumulative grade point average. Veterans should contact the Veterans' Services office for additional information.

Hazlewood Act

Texas veterans who have exhausted their educational benefits may attend Tyler Junior College under the Hazlewood Act. All students qualifying for the Hazlewood veterans' benefits will be exempt from tuition and educational related fees. Student service fees and late charges will be the responsibility of the student and are to be collected at registration.

Requirements:

1. Qualify as a Texas resident
2. Was a Texas resident at the time of entrance into the service
3. Have an honorable discharge
4. Have a copy of discharge papers (DD 214) on file in the financial services office
5. Present proof of ineligibility for any other federal assistance

For further information, contact the coordinator of veterans' services in the admissions office.

College Regulations

Responsibility for Admission Requirements

Students are responsible for meeting all admission requirements including furnishing the necessary transcripts of their work. Failure to meet all requirements within a reasonable period of time after registration may cause them to be dropped from all work for which they have been enrolled.

Tyler Junior College reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the College or where, in the judgment of the College, the applicant's presence on campus would not be in the best interest of the applicant or the College. An applicant who has a record of numerous arrests for violations of the law or whose conduct consistently has demonstrated anti-social behavior can be

accepted only if the College is fully satisfied that his/her admission will be in the best interest of both the applicant and the College. Any person who does not agree with the above policy has the right of due process.

Late Registration

Students should register at the scheduled times in order to have the widest choice of courses and to make the registration procedure more uniform. Students may be permitted to enroll during the scheduled late registration period, as space permits, but a late registration fee of \$10.00 will be charged. They will be responsible for making up all work missed.

Adding and Changing Courses

After fees have been paid, adding or changing courses will be approved only for the most pressing of reasons. Compelling reasons for changing or adding courses might involve a change of degree plan or conflict of classes. The final date for changing courses can be found in the College calendar. A change-of-schedule fee of \$5 will be charged each time a change is processed.

Class Cancellation Policy

Courses may be cancelled for lack of sufficient enrollment at the close of registration each semester. Any course with fifteen or fewer students will be subject to review by the dean of the school where the course is offered. Program directors will have to provide adequate justification for the dean to make a decision to keep a class with fewer than fifteen students. Students in a cancelled class will be allowed to immediately register in another class.

Policy for Auditing a Course

When space is available, permission to audit a course may be granted to students who have been admitted to the College and who either already have credit in the course or do not wish credit for the work.

Students auditing a course may not, under any circumstances, claim credit for the course. **Registration of such students will occur on the last day of**

late registration or on the date specified in the College calendar. A student who is registered for a course may not change from credit to audit in the course during audit registration or at any time during the semester.

Charges for Auditing a Course

Charges are the same as for regular registration. *Persons 65 years of age or older may audit credit courses without tuition charges on a space-available basis.*

Quantity of Work Rule

Students enrolled in 12 or more semester hours of work are considered full-time students. The standard amount of credit work for each student in the regular session is 15 or 16 hours a semester exclusive of physical activity courses.

The standard amount of credit work for each student in the summer session is six hours a summer term.

Withdrawal

A student desiring to withdraw from school must submit a withdrawal petition to the registrar's office and is subject to the College's administrative policies.

Reinstatements

A student who has been withdrawn from a course may be reinstated with the approval of the appropriate instructional dean. The student must initiate the reinstatement request within seven calendar days of the official date of drop by personally contacting the instructor involved.

Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes. Students who are not in attendance enough to be certified to the state will be dropped from the roll of that class.

Student Absences on Religious Holy Days

A student may be excused from classes for a religious holy day **provided,**

not later than the 15th day after the first day of the semester, the student notifies in writing each instructor of each class that he/she will miss for a religious holy day. Each student is responsible for work to be made up.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under SECTION 11.20, TAX CODE.

Scholastic Probation

When a student's cumulative record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on scholastic probation. Scholastic probation is a conditional permission for a student to continue in college.

Satisfactory progress is defined as follows:

A student must maintain a cumulative "C" average (2.0) on all work completed and/or accepted in transfer at Tyler Junior College. Completed courses are those which receive grades of "A", "B", "C", "D", "F" or "WF".

A student whose cumulative grade point average is below 2.0 but whose term grade point average is 2.0 or above will be placed on **academic warning**.

A student who fails to achieve a "C" average upon completing 12 hours will be notified of his/her probationary status. Students who have completed 12 hours will have their status reviewed after completion of each additional 12 semester hours. It is recommended that students on probation see a counselor concerning ways in which they might improve their academic standing.

Should a student fail to achieve a cumulative 2.0 grade point average at the end of a second consecutive semester (12 semester hours credit), the student will receive notification that he/she must report for counseling before registering again.

If a student fails to achieve a cumulative 2.0 grade point average at the end of the third consecutive semester (12 semester hours credit), he/she will be placed on academic suspension. Students who have a "C" average for the immediately preceding semester will be

allowed to continue on probation, **although the cumulative average will be below 2.0.** Students on probation for the third consecutive semester who do not have a "C" average for the immediately preceding semester will not be allowed to attend Tyler Junior College for the next long semester.*

After a semester on suspension, students will be allowed to re-enroll on probation. These students will remain on probation until they earn a cumulative grade point average of 2.0 or better.

Students who have been on suspension from Tyler Junior College or another college, who are allowed to register at Tyler Junior College, must make a "C" average in all courses attempted that semester, or they will be suspended for one year.

A student suspended for scholastic reasons may appeal his/her suspension to the admission appeal committee.

Students requesting transfer to Tyler Junior College will be evaluated by the same criteria applied to Tyler Junior College students.

The student is held responsible for knowing College regulations regarding the standard of work required to continue in the College as well as the regulations dealing with scholastic probation and enforced withdrawal.

Grades and Reports

Students receive grade reports every eight weeks. The standing of the student in each course is determined by his class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Challenge of a final course grade must be initiated no later than the first ten days of the long semester* following the awarding of the grade in compliance with the "Academic Grievance Resolve" In the Student Handbook.

Academic Fresh Start

Senate Bill 1321 entitles residents of this state to seek admission to public institutions of higher education without

consideration of courses undertaken ten or more years prior to enrollment.

For admission requirements, students must list all previous colleges attended. Students who wish to apply for "Academic Fresh Start" must complete forms in the admissions office.

When students apply for "Academic Fresh Start" all credit 10 or more years old will not be used for admission and students may then be required to take TASP.

Grading System

- A—** 4 grade points per semester hour, an EXCELLENT performance
- B—** 3 grade points per semester hour, a GOOD performance
- C—** 2 grade points per semester hour, a FAIR performance
- D—** 1 grade point per semester hour, a POOR performance, but a passing grade
- F—** 0 grade points per semester hour, a FAILING grade
- I—** 0 grade points, INCOMPLETE due to illness or other unavoidable circumstances, must be completed within 30 days after the beginning of the following semester, or grade will be F
- IP—** 0 grade points, IN PROGRESS (neither passing nor failing), student must register and pay for course again the next semester. Grade used for developmental courses only
- W—** 0 grade points, WITHDRAWN from course while passing, prior to the 13th week of semester, or 4th week of a summer term
- WF—** 0 grade points, WITHDRAWN from course while failing, after 12th week of a semester, or 3rd week of a summer term
- CR—** Credit by Examination or Advanced Placement; Credit by Articulation Agreement

+Some programs require a "C" or better as a passing grade.

**For the purpose of determining compliance with the policies of academic suspension, the two summer terms will be the equivalent of one long semester.*

President's List

To promote high standards of scholarship, the College has established the President's List, which is published at the end of each semester. To qualify for the President's List, a student must complete a minimum of 12 hours of college level courses (1000 or above) and have a 4.0 grade point average (all "A's") with no "D's", "F's", "I's", "IP's" or "WF's".

Dean's List

To promote high standards of scholarship, the College has established the Dean's List, which is published at the end of each semester. To qualify for the Dean's List, a student must complete a minimum of 12 semester hours of college level courses (1000 or above) and have a 3.3 grade point average with no "D's", "F's", "I's", "IP's" or "WF's".

Graduating with Honors

To graduate with honors a student must complete all required courses of his/her appropriate degree. Grade point average is based on **all accumulated course work** of college level courses (1000 or above) attempted.

Summa Cum Laude (Highest Honors)—

4.0 grade point average.

Magna Cum Laude (High Honors)—

3.6 grade point average.

Cum Laude (Honors)—

3.3 grade point average.

Semester Grade Point Average (SGPA):

Average will consist of the total of all course work completed for a given semester. The total number of grade points earned will be divided by the number of semester hours attempted.

Cumulative Grade Point Average (CGPA):

Average will consist of the total of all college level work completed and/or accepted in transfer at Tyler Junior College, excluding courses below the 1000 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses attempted.

Degree Grade Point Average (DGPA):

Average will consist of the total of all course work counted toward a specific degree plan at Tyler Junior College,

excluding courses below the 1000 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses used to meet graduation requirements. Only hours and grade points earned in the last passing grade will be used to calculate degree grade point average. This grade point average will be used on the **degree plan only to determine eligibility for graduation.**

Numbering of Courses

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours.

Courses designated as developmental will not count as elective or degree credit toward any degree. Courses in this catalog which are developmental have four-digit numbers, the first number is a "0".

Tyler Junior College has joined the **Texas Common Course Numbering System Consortium** approved by the Texas Association of Collegiate Registrars and Admissions Officers and the Texas Higher Education Coordinating Board. This numbering system was developed for the purpose of facilitating the transfer of general academic courses.

The four-letter prefix will be used to identify subject areas.

The four-digit numbers will be used as follows:

First digit—to identify level

(0—developmental, 1—freshman, 2—sophomore)

Second digit—to identify credit hour value

Third and Fourth digits—to establish course sequence.

For this catalog, the four-digit number is followed by a three-digit number by which this course was identified prior to the 1992–93 college year.

All descriptive titles of courses are followed by two numbers in parentheses. The first of these numbers gives the number of lecture hours each week while the second number gives the number of laboratory hours each week. For example, the notation (3-2) indicates that a course has three hours of lecture and two hours of laboratory weekly.

Transfer Credit

Credit for courses in which a passing grade has been earned may be transferred to Tyler Junior College from colleges and universities accredited through one of the following regional associations:

Middle States Association of Colleges and Schools/Commission on Higher Education

New England Association of Schools and Colleges

North Central Association of Colleges and Schools

Northwest Association of Colleges and Schools

Southern Association of Colleges and Schools/Commission on Colleges

Southern Association of Colleges and Schools/Commission on

Occupational Education Institutions

Western Association of Schools and Colleges/ Accrediting Commission for Senior Colleges

Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

It is the policy of Tyler Junior College not to transfer credits received from any United States institution not so accredited. **However, students who have gained proficiency through completion of course work from non-accredited institutions should consult a counselor regarding credit by examination.**

On receipt of an official transcript from an accredited institution, the grade point average will be computed based on all courses attempted. **Repeated courses will not be deleted from computation of cumulative grade point average in calculating honors.**

Course-by-course evaluation will be completed by the admissions office staff, as needed for degree or program planning. Individual courses transferred will not be posted on the Tyler Junior College permanent record, but a summary of the total hours accepted from other institutions will be a part of the permanent record.

Students planning to transfer Tyler Junior College course work to another college or university are advised to contact the transfer institution to deter-

mine its transfer policy. Tyler Junior College has established transfer agreements with all area colleges and universities. Course transfer information is available from faculty advisors through instructional deans or counselors. The decision to accept Tyler Junior College courses in transfer and/or to apply those courses to individual degree plans is made by the receiving institution. Students should always consult the college catalog and proper officials of that institution.

Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the *Community College General Academic Course Guide Manual*, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

Instructions for Completing the "Transfer Dispute Resolution" Form

Rules and Regulations of The Texas Higher Education Coordinating Board, Chapter 5, Subchapter S 5.393

- a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
 2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.

3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial the institution whose credit is denied for transfer shall notify the Commissioner of the denial.
- b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- c. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course catalogs.
- d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the Education Code.
- e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Student Load

A student may enroll in one or more courses. A standard load is considered to be five solid courses (three or four semester hours credit each) plus physical education activity and freshman orientation (first semester). Organizations such as band and choir may be added without special permission. Students desiring to take more than 20 hours per semester are required to present an outstanding record on courses already completed and obtain the permission of their instructional dean for the overload.

Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, Tyler Junior College will not release personally identifiable data from student records to other than a specified list of exceptions without a written consent of the student. Even a release of information to parents requires a student's written consent.

In compliance with the Family Educational Rights and Privacy Act of 1974 (PL-93-380), as amended, the following information is provided concerning student records maintained by Tyler Junior College; and upon request, this act is available for review in the office of the registrar:

Area in which student records are maintained:

1. **Academic records:** registrar's office, continuing education office and faculty offices
2. **Placement and testing records:** counseling office
3. **Financial records:** business office and financial aid office
4. **Medical records:** College nurse office

Review of Record

Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

Challenging of a grade must occur within the first ten days of the long semester immediately following awarding of the grade.

Informal Review: Follow the procedure as outlined for review of record. An official will summarize action taken on a review request form. This should be signed and dated by the review official and maintained with student's records.

Formal Review: If the informal review does not clarify the question of accuracy of record-keeping, the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records.

Family Rights and Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1976, (PL 93-380, section 513), as amended (PL 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student.

Tyler Junior College hereby designates the following student information as public or "Directory Information": Name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes Dean's List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) and date and place of birth.

A student may request that the above directory information be withheld from the public by making written request to the registrar's office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be released upon inquiry. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Tyler Junior College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

Informed Consent

Student records will be examined by Tyler Junior College and authorized subcontractors in the process of compiling reports required by state agencies, the federal government and accrediting bodies and in conducting research for the purpose of program planning, management and evaluation. Data in all reports and research findings are aggregated to the level of the program, special populations or institutional level. No personally identifiable information will be published nor will reports and studies be formatted in any

way to permit disaggregation to the individual level by Tyler Junior College or its authorized subcontractors. Unless a student notified Tyler Junior College in writing of a desire to prevent examination of his/her record, the student's signature on the admissions application and/or readmit form shall be construed as consent to administrative and research uses of his/her records under the protections named above. No person will be denied service because he/she asks that his/her records be excluded from the process of compiling reports and conducting administrative research.

Drug-Free Campus Statement

Tyler Junior College is in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 which requires a clear statement regarding the consequences of drug use and abuse, along with information about sources of available assistance, be made available to every student and employee. The *Student Handbook* contains detailed information about emotional, medical and legal consequences of drug use and abuse. Students found in use, possession or distribution of controlled substances on campus will receive both legal and College disciplinary actions. A student assistance program provides education, intervention, assessment and referral services for those with an abuse problem. Additional information about CONFIDENTIAL services is available in the student development office, counseling services or health services.

Change of Name or Address

A student who changes his/her residence or mailing address is expected to notify the registrar of this change immediately. **If a change of residency is implied, documentation must be furnished.** The permanent address is the address on record and all official correspondence will be mailed to that address. Any communication from the College which is mailed to the name and address on record is considered to have been properly delivered and the student is responsible therefor.

Student Consumer Information

Information not found in this catalog regarding Tyler Junior College may be found in the student activities office.

Residence Life

It is the goal of the College that students living on our campus should be provided with an academically healthy atmosphere, appropriate social outlets and a safe and secure environment within which they can achieve their educational goals and develop into responsible citizens. To help accomplish these goals, Tyler Junior College maintains a modern residential living system of eight residence halls which house 600 students. Each living unit is air-conditioned and features suites for four people in two bedrooms sharing bathroom facilities. All rooms have basic furniture and smoke alarms for the safety of residents. Each hall has limited laundry and kitchen facilities for residents' use.

Students living in College housing have opportunities to participate in student government at the hall level and enjoy proximity to many College activities and events. Programs are provided in the halls on a regular basis for the information of students and include areas such as health issues, including drugs, eating disorders, and basic health care; assertiveness skills and relationship dynamics; social activities for hall residents; and study skills and career planning workshops.

A full-time professional hall specialist and several student resident assistants live in each of our living units to provide supervision and direction for residents. They are responsible for the daily operation of the hall, providing of programs for resident students, and individual assistance to students on both academic and personal issues. The residence staff holds active membership in both the regional and international college housing associations.

College housing contracts are binding for an academic year, fall and spring semester. If a student signs a resident contract in the fall, it is binding through the spring semester if they remain enrolled. If a student signs a contract in the spring it is binding only until the end of that semester. Assignment to College housing includes a full seven-day meal plan in the College dining hall. Only full-time students who carry 12 semester hours or more are eligible for College

housing. Fall assignments are very limited and it is suggested that applications be submitted at least six months prior to the semester for which housing is desired. Both a complete application form and a deposit are required to be considered for assignment. Applications submitted without the required deposit will be returned without action. Applications for College housing are available upon request from the residential life office. Once assigned to a specific hall, a student's payment is due on August 1 for fall semester and on January 1 for spring semester. Summer housing costs and dates vary according to availability.

More information about the residential life program, including current costs, is available from the residential life office located in the Rogers Student Center or by calling 903-510-2524.

Tyler Junior College gives equal consideration to all applicants for College housing without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

College Dining Hall

The College dining hall provides meals for all students enrolled at the college on a variety of payment plans from one meal to a seven-day meal plan for an entire semester.

Students desiring more information should contact the director of food services.

Health Services

The health services office, located on the second floor of Rogers Student Center and open **8 a.m.-4 p.m.**, Monday through Friday, provides various health programs.

Health Care is provided in case of minor injury, illness or medical emergency. **Bed rest** is available for ill students during regular working hours.

Individuals are referred to appropriate sources when more definitive care is necessary. All expenses related to hospitals, medications and services of a physician, provided outside of health services, must be paid by the student. There may be minimal charges for various procedures performed in health services.

Health Maintenance Programs

provided include blood pressure check, nutritional information, TB skin test, immunization, allergy injection, eye examination, consultation and referral.

Health Education literature, videos and presentations are available on health related topics such as specific illnesses, life skills, substance abuse, date rape and contagious diseases. Current information on HIV/AIDS and other sexually transmitted diseases is furnished.

Health Insurance is available at a reasonable rate from a private carrier. Additional information may be obtained in health services.

Accommodations for the Student with a Disability

The College will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who apply for admission. If reasonable accommodation in registration procedure or instructional environment is requested, the student must obtain a Request Accommodations Form (RAF) from the support services office and have an interview with a support services counselor. Current medical and/or psychological documentation which verifies their disability will be required with the RAF.

The deadline for applying for assistance with the support services office is normally four weeks prior to the beginning of the initial semester of enrollment, to allow time to provide adequate coordination of services. The deadline for applying for subsequent continuous semesters of enrollment is two weeks prior to the beginning of regular college registration for that semester.

Prospective and current students, parents and others interested in such services or more information should contact the support services office, Rogers Student Center, 903-510-2395, TDD 903-510-2394.

Student Activities

Extracurricular activities at Tyler Junior College are varied, and designed to afford full- and part-time students with opportunities for enjoyment and enrichment. These activities are intended both to augment class work and to provide relaxation from studies.

The excitement of athletic events, the quiet pride of candlelit initiations, the exhilarating camaraderie of a club project—these are all part of the College's extracurricular activities. A community college as well as a traditional junior college, TJC seeks in its numerous beyond-the-classroom activities to serve not only the students on campus, but also the township and the entire East Texas area. For more information on student activities see the Tyler Junior College *Student Handbook*.

Student Senate

The Student Senate is the student government body of Tyler Junior College. The purpose of the Senate is to promote active student government, promote better relationships among the student body, promote good citizenship and provide an avenue by which student needs and desires are transmitted to the administration, as well as provide educational and wholesome entertainment for students.

Apache Belles

A select women's organization, the group presents performances for half-time entertainment at College and professional games and entertains on other occasions.

Throughout the year, special study is given to good taste in clothing, makeup, manners and general personal improvement.

Apache Band

The Apache Band is the official College band which is open to all qualified students and also accompanies the Apache Belles. The Jazz Band and Wind Ensemble are select groups of band students from the Apache Band chosen to play a variety of music.

Concert Chorus

Open to all students who wish to sing, the choir represents the College in concerts on and off campus.

Harmony and Understanding

A select group of singers from the concert chorus, Harmony and Understanding sings modern popular music.

Chamber Singers

The Chamber Singers, a specially selected group of singers from the concert chorus, present primarily classical *a cappella* music.

Athletic Program

The College athletic program includes intercollegiate sports for men in football, basketball, baseball, soccer, tennis, golf and for women in basketball and tennis.

Clubs and Organizations

Other student activities include clubs and organizations which are intended to represent the diverse interests of the students. The following organizations are presently active on the campus. A more complete description of the purposes and activities of each organization is included in the *Student Handbook*.

Apache Band
Apache Belles
Association of Baptist Students

Baptist Student Union
Cheerleaders
Criminal Justice Student Association
Delta Phi Culture Group
Epsilon Delta Pi
Gospel Choir
Intergreek Council
Kappa Kappa Psi
Las Mascaras
Phi Theta Kappa
Students Talking About Reality (S.T.A.R.)
Student Senate
Tri-C
Tau Beta Sigma
TJC Video Club
TJC Volunteer Association (TJCVA)
Wesley Foundation

Religious Student Centers

Association of Baptist Students
Baptist Student Union
Tri-C
Wesley Foundation

Fraternities

Rho Beta Chi
Sigma Delta Nu
Tau Alpha Nu

Sororities

Chi Gamma Chi
Tau Kappa

Residence Hall Government

Bateman Hall
Claridge Hall
Lewis Hall
Vaughn Hall



Counseling and Testing

Professional counselors within the counseling center assist students with personal problems and concerns and provide referral information when requested.

Counseling Services provide services to currently enrolled and prospective students during both day and evening hours on an appointment basis.

Prior to registration, new students are required to participate in the testing and advisement process, regardless of student classification, after having satisfied Tyler Junior College admissions requirements.

All returning students with chosen majors are advised by faculty advisors within the school of a student's program of study. Returning or readmission students should consult with their faculty advisor well in advance of registration to avoid possible advisement delays.

Summer

Freshman Orientation

Summer freshman orientation sessions are available to students who wish to complete the freshman orientation requirement and register early for the fall semester. Students who participate in one of the summer freshman orientation sessions learn about the college courses available, discuss college and career plans with counselors, faculty and peer advisors and other professionals and then complete registration procedures for the fall semester. Placement testing assures that students are enrolled in classes compatible with their educational backgrounds and abilities. Students also have the opportunity to spend the night in a residence hall to see first-hand what college life is like, to meet some classmates for the coming semester and to become familiar with the campus before classes begin.

Testing

Admissions Test Score Requirement

All freshman and transfer students who have completed less than 15 college level semester hours are strongly encouraged to submit scores of the American College Testing Program (ACT) or the College Board (formerly SAT) well in advance of actual enrollment.

Placement tests are required to place students into appropriate coursework. Call the TJC Testing Center, 903-510-2617 for more information.

State Mandated

Testing Requirements

Texas Academic Skills Program (TASP)

See page 11 in this *Catalog*.

Pre-TASP Tests

Beginning students will be required to take placement tests in English, Math and Reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting the Tyler Junior College counseling services.

Retesting guidelines:

1. Retest on the PTT is allowed only when approved by the Director of Testing or his designee.
2. A written request detailing circumstances accompanied by the Tyler Junior College retest form must be submitted by the applicant to the Director of Testing.
3. Examinees whose PTT scores fall within the range for developmental studies are required to follow Tyler Junior College policy concerning remedial course work.
4. Students who present evidence of successful completion of remediation are allowed to retest on the PTT. Since there are only two forms of the PTT, once a retest has occurred, additional testing will need to be accomplished on the TASP.
5. Test results other than TASP are valid for a two-year period.
6. Because of the aforementioned there is no need for a "waiting period" prior to retest.

7. All students scoring within the developmental range on the PTT will have their computer printouts stamped with a notice to bring said printout with them to the first day of class in developmental courses. This notice will be stamped in the test center.

Credit by Examination

College Level Credit

by Examination (CLCBE)

Tyler Junior College recognizes the fact that many students, independent of the college environment, have achieved the goals and objectives of certain college courses. In accordance with that belief, Tyler Junior College has adopted policies and procedures whereby students may receive college credit for that knowledge and/or experience or may be enrolled in classes commensurate with the academic level to which they belong.

Credit earned through CLCBE procedures will apply toward the graduation requirements of Tyler Junior College. Credit will also be given for acceptable advance placement scores of the College Board (AP), College Level Examination Program (CLEP), Defense Activity for Non-traditional Educational Support (DANTES), certain specific departmental institutional tests, credit by life work experience and additional tests as determined by the institution. Students are eligible to receive a maximum of 15 semester hours credit through CLCBE procedures providing they are concurrently enrolled at Tyler Junior College and complete a full semester of academic work in the classroom setting. Upon successful completion of any CLCBE experience, a grade of **CR** will be awarded and will not affect the grade point average. Tyler Junior College does not guarantee the transfer of credit awarded through College Level Credit by Examination (CLCBE) to other institutions; therefore, those individuals who desire to transfer credit should contact the institutions of choice for such information. **There is a \$10 pre administration fee in addition to the cost of the tests. There is also a \$25 fee for posting credit by examination to college records.**

For further information about the College Level Credit by Examination

Program, contact the Tyler Junior College testing center.

Credit by Articulation Agreement

Certain high school courses have been approved for college credit through articulation agreement between the faculty of both schools.

Please contact the admissions office for information regarding agreements with your school. Posting fee required.

Career Planning and Placement Services Information

Career-planning information available for students includes exploration of career options, computer-based interest assessments, occupational information, senior colleges and transfer information. Placement services available include: job search information, referrals for part-time and full-time employment, employee information through specific program director liaisons, campus interviews and computer-based resume writing program. Frequent seminars are conducted on resume writing, job search strategies and interview techniques throughout the year.

For more information, contact the Tyler Junior College Placement Services Center 903-510-2390 or refer to the *Student Handbook*.

Support Services

Tyler Junior College provides a variety of support services for students with special needs and capabilities.

Academic Support

Programs which have been developed to assist the student with weak academic skills are a nationally certified peer tutoring program, college study skills assessment, study skills handouts and videos and the Computer Systems Research (CSR) network (self-paced tutorial assistance in basic skills and TASP preparation).

For more information, contact support services in Rogers Student Center, 903-510-2395.

Students with Disabilities

For the student with academic potential who has a physical or learning disability, the college provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the American Disabilities Act of 1990. An **accommodations request form** must be completed prior to the beginning of each semester, in the support services office, if accommodations are needed due to a physical or learning disability. Appropriate documentation of physical or psycho/educational evaluation or Rehabilitation Agency referral (that clearly documents the disability and supports the need for accommodations) must be submitted before any accommodation can be arranged. Reasonable accommodation requests and documentation may be subject to review by a special needs committee.

For more information, contact support services in Rogers Student Center, 903-510-2395, TDD 903-510-2394.

Women and Adult Students

A variety of support services are available for those considering "re-entry" into education and/or employment, and for the person considering careers that are non-traditional for her/his gender. For the technical major who can document financial need, limited financial support may be available for child care. Application deadlines to be considered for financial assistance are:

Fall Semester—July 28

Spring Semester—November 20

Applications must be picked up in the support services office. Students must meet all guidelines and have submitted all necessary documentation, including filing a **Student Aid Report** through financial aid office, to be considered. Financial assistance is based upon need, full time status, technical major and availability of Carl D. Perkins Vocational and Applied Technology Grant Funds. As funding is limited, eligible students will be placed on a waiting list. All students must reapply prior to the fall semester of each academic year.

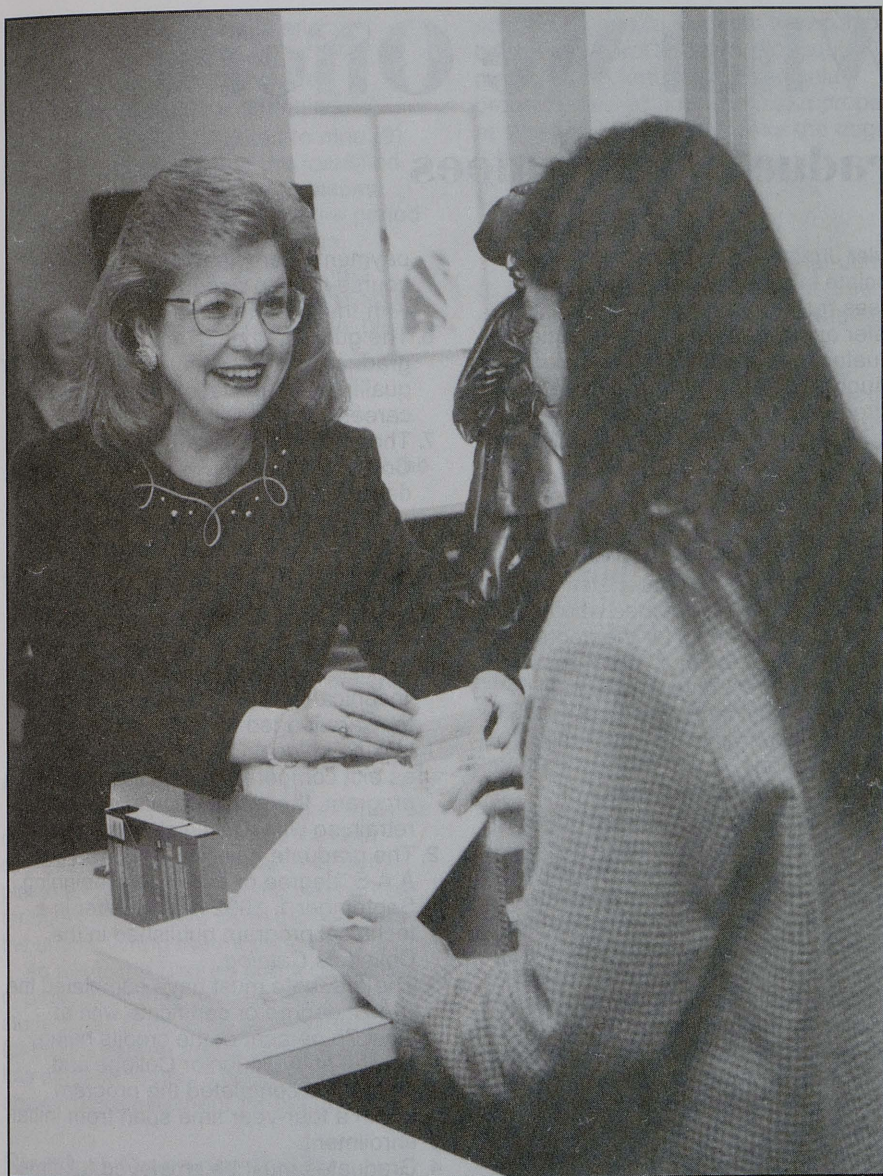
For more information, contact support services in Rogers Student Center, 903-510-2395.

Vaughn Library and Learning Resources Center

The Vaughn Library and Learning Resources Center holds a library collection, the interactive computer learning center and an instructional videotape collection. In addition, book collections for the health sciences, legal assistants and other programs are here. Books from the library are checked out using a current ID card. Reference books, microfilms and magazines stay in the library, but copy machines can be found on each floor. Software in the interactive computer learning center includes word-processing, database and spreadsheet applications. Also, computer-assisted-instruction programs in chemistry, English, history, foreign language and other areas are here. Tapes from the video collection can be viewed on the second floor. Video programs for the instructional television (ITV) courses can be viewed here, checked out for watching at home or for many Tyler, Smith and Cherokee County residents, seen on local cable. Additionally, computer resources for students are available at other TJC sites. The Learning Resources Center at the RTDC has complete checkout, reference and computer resources. Computers and television monitors for students are also available in Pirtle 315.

Success Oriented Studies

Success Oriented Studies (SOS) refers to courses and certain services in academic development for underprepared students. Assistance in basic skills such as reading, writing, mathematics and personal development is available through both semester-length developmental courses and shorter term individualized programs of study.



"It is tremendously rewarding to unlock the mysteries of the library to a student by giving them the keys to be able to find the information they seek. These keys are then theirs forever."

Marian Jackson

Director, Library Information Services

A.A., Tyler Junior College

B.S., East Texas State University

M.S., University of North Texas

What We Offer

Graduate Guarantees

Tyler Junior College guarantees its associate in arts graduates that the courses required for graduation will transfer and associate of applied science graduates that specific competencies will be taught. To qualify for this guarantee, the graduate must have completed at least 75 percent of their credits at TJC.

Special Conditions

Associate in Arts Graduates

1. Tyler Junior College guarantees to its Associate in Arts graduates who have met the requirements for the degree, beginning September 1, 1992 and thereafter, that course credits will transfer as outlined in the Texas Higher Education Coordinating Board rules and regulations.
2. Limitation on the total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Only college-level courses with Community College Academic Course Guide Manual approved numbers are included in this guarantee.
4. If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Dean of Admissions at Tyler Junior College within 15 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.
5. If the courses are not transferable, Tyler Junior College will allow the student to take up to nine (9) semester credit hours of comparable courses, with waiver of tuition, which are acceptable to the receiving institution within a one-year period from granting of a degree at Tyler Junior College. The graduate is responsible for

payment of any fees, books or other course-related expenses associated with the alternate course(s).

6. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
7. The students' sole remedy against this College and its employees for academic deficiencies shall be limited to nine (9) credit hours of tuition-free education under conditions described above.

Associate in Applied Science and Technical Certificate Graduates

1. Tyler Junior College guarantees to its Associate in Applied Science and Technical Certificate graduates that if they are judged by their employer to be lacking in technical job skills identified as exit competencies for their specific program, the graduate will be provided retraining with certain stipulations.
2. The graduate must have earned the A.A.S. degree or certificate beginning September 1, 1992 or thereafter in a technical program published in the College's *Catalog*.
3. The graduate must have completed the A.A.S. degree or certificate with at least 75 percent of the credits being earned at Tyler Junior College and must have completed the program within a four-year time span from initial enrollment.
4. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Educational and Student Services.
5. Employment must commence within 12 months of graduation.
6. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.

7. The employer, graduate and assigned representative(s) of the College will develop a written educational plan for retraining.
8. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and those classes regularly scheduled during the period covered by the retraining plan.
9. All retraining must be completed within a calendar year from the time agreed upon in the educational plan.
10. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and/or other course related expenses.
11. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
12. The students' sole remedy against this College and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under conditions described above.

Additional Degrees

An additional associate degree may be conferred if all requirements for both degrees have been satisfactorily completed and at least 30 additional semester hours credit have been earned above the one requiring the most hours.

An associate degree and a certificate of proficiency may both be awarded if the student has completed all requirements for both a degree and a certificate and has at least 16 hours additional credit above the requirement for the degree.

Student Responsibility

Each student is responsible for seeking advice, for knowing and meeting the requirements for the degree program of his or her interest, for enrolling in courses appropriate for that degree program and for taking courses in the proper sequence to ensure orderly and timely progress toward the degree.

The College awards the associate in arts degree and the associate in applied

science degree to students who complete both the general and specific requirements as set forth for the particular program desired and who make proper application to the registrar for the degree.

Graduation Under a Particular Catalog

To receive a degree from Tyler Junior College, a student must fulfill degree requirements as set forth in a catalog under which he/she is entitled to graduate. **A student is entitled to graduate under the current catalog or any other catalog in force when the student was enrolled, but the catalog must be within the last five catalogs.**

Dates of Graduation

Degrees will be dated the semester for which they are applied. Students who meet graduation requirements may be awarded degrees or certificates three times a year—in May, August and December. A commencement ceremony is held at the close of the spring and summer semester.

Graduation Application Deadlines

It will be the responsibility of the students to apply for the appropriate degree or certificate for which they are eligible. Graduation fees must be paid at the time of application for degree or certificate. The deadline for applying for degree or certificate for the spring semester will be March 1. The deadline for applying for a degree or certificate at the end of summer terms will be July 1. The deadline for applying for a degree or certificate at the end of the fall semester will be October 1.

Degrees, Certificates and Graduation

General Requirements for all Degrees

The following general requirements must be met by all students receiving associate degrees:

1. **The student must apply for a degree in a specific concentration by the published deadline.**
2. The student must complete 62 acceptable credit hours of work with an average grade of at least "C" (2.0) DGPA.
3. **Fifteen of the last 21 credit hours must be completed at Tyler Junior College. At least 15 credit hours of work must be of sophomore level.**
4. Students who graduate in the spring are required to attend the commencement exercises unless excused.
5. **A student should apply for a degree within a year of when he/she last attended Tyler Junior College.**
6. Students who first enrolled fall of 1989 or after must pass TASP unless TASP Exempt.
7. **PSYC 1100 Freshman Orientation** is required of all full-time beginning students.

Associate in Arts Degree

The associate in arts degree is designed to give students breadth of knowledge in the liberal arts, promote critical thinking that is fundamental to higher education and allow students to take specific courses in a discipline. Students working toward the associate in arts degree will take essential core requirements that will allow them to transfer to a senior college. Tyler Junior College offers the associate in arts degree to students completing the general college requirements for all degrees, the general degree requirement for the associate in arts degree and those courses required for concentrations in the disciplines listed after the general degree requirements.

The general degree requirements for the associate in arts degree are:

1. **ENGL 1301 and 1302** (6 credit hours)
 2. **HIST 1301 and 1302** (6 credit hours)
- Students may substitute one of these courses with another American or state

history course. Students should check with the history department of the senior institution to which they intend to transfer.

3. **GOVT 2305 and 2306** (6 credit hours)
4. **PHED 1101** and one additional health and kinesiology activity course.
5. **College level math** (3 credit hours) If mathematics is not listed as a specific requirement in a concentration, a minimum of three credit hours of college level mathematics will be required for graduation.

NOTE: In all Associate in Arts degree plans, several disciplines are suggested as electives. *Social Sciences* include economics, geography, government, psychology and sociology. *Humanities* include Bible, history, journalism (not applied), literature, modern language, philosophy and speech. *Fine Arts* include courses in the appreciation or history of art, drama and music. *Natural science* includes chemistry, biology, geology, physics and astronomy. *Mathematics/ Laboratory science* includes chemistry, biology, geology, physics, astronomy, and college level mathematics.

Concentration in Agriculture

1. Complete general degree requirements.
2. Complete these specific requirements:

Biology (4 credit hours)

From BIOL 1408, 1409, 1411, 1406, 1407, 1413, 2406

Agriculture (12 credit hours)

Mathematics (3 credit hours)

Speech (3 credit hours)

From SPCH 1315, 1311 or 1321

Electives to total 62 hours. Students should check senior college requirements.

Suggested electives from chemistry, agriculture, biology, English, humanities, social science, health and kinesiology.

Concentration in Art

(Suggested for Fine Arts and Commercial Art Majors)

1. Complete general degree requirements.
2. Complete these specific requirements:

Art (18 credit hours)

To include 1311, 1312, 1316, 1317, 1303 and 1304

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from art, mathematics, laboratory science, social science, English, humanities, health and kinesiology.

Concentration in Behavioral Science

(Majors in Psychology, Sociology and Social Work)

1. Complete general degree requirements.
2. Complete these specific requirements.

English Literature (3 credit hours)
Any sophomore literature

Laboratory Science (8 credit hours)

Mathematics or Mathematics and Computer Science (6 credit hours)*

Humanities, Social Sciences (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

*Choose six (6) hours of mathematics or three hours of computer science and three hours of mathematics at the level of college algebra or above.

Suggested electives from social science, humanities, natural science, health and kinesiology.

Concentration in Business Administration

1. Complete general degree requirements.
2. Complete these specific requirements:

Business (14 credit hours)
BUSI 1301, ACCT 2401 & 2402,
BUSI 2302* or approved elective*

Computer Science (3 credit hours)
COSC 1375

Economics (6 credit hours)
ECON 2301, 2302

English Literature (3 credit hours)
A sophomore literature course.*

Humanities/Behavioral Science
(3 credit hours)
SPCH*

Laboratory Science (8 credit hours)
Astronomy, Biology, Chemistry, Geology or Physical Science*

Mathematics (6 credit hours)
MATH 1324 and MATH 1325

*See your program advisor. A four-semester degree plan is available.

Students who intend to transfer to a university and seek the baccalaureate degree in business administration should consult with a program advisor, inquire of the university course requirements, and plan a degree accordingly.

Concentration in Computer Science

1. Complete general degree requirements.
2. Complete these specific requirements:

Computer Science (12 credit hours)
From COSC 1306, 1316, 1317, **1318**, 1319, **1320**, **1332**, **1363**, 1377, **2371**, or ENGR 2304
(Suggested course choices **highlighted**.)

Laboratory Science (4 credit hours)
From *Biology, *Geology, +Chemistry or +Physics

Mathematics (6 credit hours)
From MATH 1314, *1324, *1325, +1316, +2312, +2313, +2314, +2315, +2316

Accounting and/or additional

Laboratory Science and/or additional
Mathematics (6/8 credit hours)

From *ACCT 2401, *ACCT 2402 and/or from *Biology, *Geology, +Chemistry or +Physics and/or from +MATH list above or higher level course.

Humanities or Social Science or
***Economics** (6 credit hours)

Electives to total 62 hours.

Student should check senior college requirements.

*Recommended for business oriented degree.

+Recommended for scientific or engineering oriented degree.

Concentration in Engineering

1. Complete general degree requirements.
2. Complete these specific requirements:

Mathematics (12 credit hours)
To include MATH 2313, 2314, 2315

Engineering (6 credit hours)
ENGR 2301, 2302

Physics (8 credit hours)
From PHYS 2425, 2426 and 2427

Chemistry (4 credit hours)
CHEM 1411

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from mathematics, laboratory science, humanities, social science, health and kinesiology.

TJC Trivia

The now world-famous Apache Belles originally started out as the "Apache Roses." It wasn't until December of 1947 that the new title was officially adopted.

Concentration in Fine Arts

(Speech/Drama/Theatre Arts/
Dance/Art/Music)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

**Mathematics, Modern Language,
Laboratory Science** (12 credit hours)

**Speech/Drama/Theatre Arts/Dance/
Art/Music** (15 credit course hours)

From any one area

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, natural science, health and kinesiology.

Concentration in Health and Kinesiology

1. Complete general degree requirements.
2. Complete these specific requirements:

Health and Kinesiology

Activity courses (4 credit hours)

To include PHED 1101

Theory/Teaching courses (12 credit hours)

Mathematics (6 credit hours)

MATH 1314 and 3 hours of higher math

Laboratory Science (8 credit hours)

Suggested courses are BIOL 2401 and BIOL 2402

Humanities Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from natural science, social science, humanities, health and kinesiology.

Concentration in Home Economics

1. Complete general degree requirements.
2. Complete these specific requirements:

Home Economics (12 credit hours)

**Mathematics Laboratory Science or
Modern Language** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, laboratory science, humanities, home economics, health and kinesiology.

Concentration in Industrial Technology

(Options in Industrial Technology, Industrial Safety, Industrial Distribution, Trades and Industries Education, Technical Professions Education or Industrial Technology Education)

Industrial Technology focuses on supervision, administration, and other leadership positions in industrial production.

Industrial Safety emphasizes the field of loss management and the procedures for controlling the industrial environment through safety principles, practices and laws.

Industrial Distribution stresses required skills in purchasing, selling, installing, servicing, storing, and transporting industrial products.

Trades and Industries Education stresses technical knowledge and related industrial information for the purpose of teaching.

Technical Professions Education encompasses a wide variety of post-secondary technical programs which require a high degree of technical information.

1. Complete general degree requirements (22 credit hours).
2. Complete these specific requirements:

a. Additional general degree requirements: ARTS 1301 (or DRAM 1310 or MUSI 1306), CHEM 1405, ENGL 2332 (or ENGL 2333), MATH 1316, PHYS 1401 (17 credit hours)

b. Technology courses:

Industrial Distribution Option: BUSI 1301, CADD 1331, COSC 1306, ELEC 1370, 1371, 2370, ELTE 2344, WELD 1421.

Industrial Safety Option: ENGR 1304, FIRE 1316, 2312, 2313, 2314, 2324, GRAA 1301, INCM 1302.

Industrial Technology Option: CADD 1331, COSC 1306, ELEC 1370, 1371, 2370, 2344, ENGR 1304, WELD 1421.

Trades and Industries Education or Technical Professions Education Options: eight courses in a specific technical area.

Industrial Technology Education focuses on the requirements of teaching technology systems in secondary schools. This option provides insight into our industrial society through laboratory experiences and professional development courses.

1. Complete general degree requirements (22 credit hours).
2. Complete these specific requirements:

a. Additional general degree requirements: CHEM 1405, ENGL 2332, 2333, MATH 1316, PHYS 1401.

b. Technology courses: CADD 1331, ENGR 1304, ELEC 1370, 1371, GRAA 1301, INCM 2301, PLAS 1301, SPCH 1370.

Tyler Junior College and The University of Texas at Tyler have articulated this program for the most efficient transfer into the above listed options in the Technology Department at UTT. Students should consult with their faculty advisor regarding specific four-year degree plan.

Concentration in Interdisciplinary Studies

(Recommended for all undecided majors and those students seeking teacher certification)

1. Complete general degree requirements.

2. Complete these specific requirements:

Literature (3 credit hours) Any sophomore literature

Mathematics, Modern Language

Laboratory Science (12 credit hours)

(4) Courses from 2 of these areas

Humanities, Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, humanities, natural science, health and kinesiology. Natural sciences BIOL 1411 or 2406, GEOL 1403 or 1404.

Concentration in Journalism

(Advertising, Broadcast News, Magazine Journalism, News/Public Affairs Reporting, Photojournalism, Public Relations, Radio, Television, Film)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)

Any sophomore literature

Journalism (12 credit hours)

To include COMM 2311, 2315 and 2309.

Mathematics, Laboratory Science or

Modern Language (12 credit hours)

Humanities and

Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements

Suggested electives from humanities, laboratory science, social science, mathematics, health and kinesiology.

Concentration in Liberal Arts

(Majors in History, Modern Language, Government, Economics, Literature and Prelaw)

1. Complete general degree requirements.
2. Complete these specific requirements:

Literature (3 credit hours)

Any sophomore literature

Humanities or

Social Science (12 credit hours)

To include HIST 2311 and 2312

Modern Language, Laboratory Science or

Mathematics (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, laboratory science, mathematics, health and kinesiology.

Concentration in Mathematics

1. Complete general degree requirements.
2. Complete these specific requirements:

Mathematics (15 credit hours)

To include MATH 2313, 2314, 2315

Laboratory Science (8 credit hours)

***Computer Science** (3 credit hours)

From ENGR 2304 or COSC 1318 or 1320 or 1316 or 1317

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, social science, modern language, health and kinesiology.

*See the catalog of the senior college of your choice.

Concentration in Music

1. Complete general degree requirements.
2. Complete these specific requirements:

Music (35 credit hours)

including (12) Theory-MUSI 1311, 1312, 2311, 2312

(4) Sight Singing and Ear Training-MUSI 1116, 1117, 2116, 2118

(12) Private lessons (instrument and/or voice)

(4) Ensemble (band, choir, etc.)

(3) Literature-MUSI 1308 or MUSI 1309

(must be taken during freshman year)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, humanities, social science, health, kinesiology and modern language.

Concentration in Natural Science

(Majors in Biology, Chemistry, Geology, Physics, Premed, Pre dental, Prepharmacy, Prephysical Therapy, Preveterinarian, Pre-BSN Nursing)

1. Complete general degree requirements.
2. Complete these specific requirements:

Chemistry (8 credit hours)

CHEM 1411, 1412

Additional Laboratory

Science (8 credit hours)

Mathematics (6 credit hours)

MATH 1314, 1316 or higher level mathematics

Pre-BSN students may substitute 3 hours of computer science and 3 hours of additional laboratory science for the 6 hours of mathematics requirement.

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, foreign language, health and kinesiology.

Concentration in Speech/Theatre

1. Complete general degree requirements.
2. Complete these specific requirements:

Literature (3 credit hours)

Any sophomore literature

Speech/Theatre (15 credit hours)

To include:

1. SPCH 1342 or DRAM 2336

(Choice of major determines course selection.

Theatre majors will take DRAM 2336. Speech Communication majors take SPCH 1342. Students taking both Speech and Theatre concentration may choose either. Cannot take both for credit.)

2. SPCH 2341

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from speech, theatre, humanities, social science, laboratory science, fine arts, health and kinesiology.

Associate in Applied Science Degree

The associate in applied science degree combines general liberal arts courses with specialized, technical courses. Tyler Junior College offers the associate in applied science degree to students completing those courses in the following programs:

- Air Conditioning and Refrigeration
- Associate Degree Nursing
- Business Management
- Child Development
- Commercial Art
- Computer-Aided Drafting & Design
- Computer Science Applications
- Programming Networking Technologies
- Criminal Justice
- Dental Hygiene
- Electronics Technology
- Emergency Medical Technology
- Farm and Ranch Management
- Fire Protection
- Graphic Arts
- Horticulture Science
- Human Services*
- (Substance Abuse Counselors Option)
- Industrial and Commercial Maintenance
- Interpreter Training*
- Legal Assistant
- Medical Laboratory Technician
- Medical Record Technology
- Microcomputer Service
- Office Technology
- Plastics Technology
- Radiologic Technology
- Recreation Leadership-Tennis Teaching
- Respiratory Therapy
- Surveying and Mapping Technology
- Welding

Health science students should check specific graduation requirements for their program.

Advanced Certificates

- Critical Care Nursing
- Diagnostic Medical Sonography

**Pending approval from Texas Higher Education Coordinating Board.*

Proficiency Certificates

Students completing with a minimum of a "C" average all courses in their major in the following degree plans are awarded certificates of proficiency:

- Farm and Ranch Management
- Recreation: Tennis Teaching

Designated certificate programs are:

- Air Conditioning and Refrigeration
- Business Management
- Child Development
- Commercial Art
- Computer-Aided Drafting & Design
- Computer Information Systems Management
- Computer Information Systems Applications
- Critical Care Nursing
- Diagnostic Medical Sonography
- Floral Design and Operation
- Graphic Arts
- Horticulture/Landscaping Technology
- Human Services*

(Substance Abuse Counselors Option)

- Industrial and Commercial Maintenance
- Interpreter Training*
- Medical Office Management
- Medical Record Technology
- Microcomputer Service
- Office Technology
- Optician Technician
- Photography
- Plastics Technology
- Recreation Leadership:
 - Tennis Teaching
- Surveying and Mapping Technology
- Welding

In the following health science programs, Certificates of Proficiency will be awarded provided each required course is completed with a minimum grade of "C".

- Respiratory Therapy
- Vocational Nursing

Certificates of Completion

Students completing with a minimum of a "C" in each required course will receive a certificate of completion in:

- Emergency Medical Technology, Basic
- Emergency Medical Technology, Intermediate
- Welding, SMAW Structural
- Welding, GMAW Wire

Air Conditioning and Refrigeration Curriculum*

First Year

Semester I

- AIRC 1300 Introduction to AC & Refrigeration
- AIRC 1301 Fundamentals of Refrigeration
- AIRC 1311 Fundamentals of Electricity
- AIRC 1313 Air Conditioning Welding
- ENGL 1301 Composition and Rhetoric
- PHED 1101 Physical Fitness and Health Concepts

Semester II

- AIRC 1321 Commercial Refrigeration I
- AIRC 1323 Automatic Controls I
- AIRC 2307 Introduction to Sheetmetal
- AIRC 2324 Major Appliances I
- Mathematics/Lab Science Elective
- ENGL 2311 Technical Report Writing

Second Year

Semester III

- AIRC 2301 Heating
- AIRC 2302 Automatic Controls II
- AIRC 2327 Advanced Sheetmetal
- AIRC 2328 Commercial Refrigeration II
- Computer Science Elective
- SOCI 1301 Introduction to Sociology

Semester IV

- AIRC 2321 Installation and Maintenance of Air Conditioning Systems
- AIRC 2322 Heat Pumps
- AIRC 2325 System Troubleshooting
- Elective
- SPCH 1321 Business and Professional Speaking
- MGMT 2322 Small Business Management

Total Semester Hours—70

Suggested Electives: INCM 1401; AIRC 2303, 2304, 2326.

** Pending approval from the Texas Higher Education Coordinating Board.*

(Certificate of Proficiency)

First Year

Semester I

- AIRC 1300 Introduction to Air Conditioning and Refrigeration
- AIRC 1301 Fundamentals of Refrigeration
- AIRC 1311 Fundamentals of Electricity
- AIRC 1313 Air Conditioning Welding Procedures

Semester II

- AIRC 1321 Commercial Refrigeration I
- AIRC 1323 Automatic Controls I
- AIRC 2307 Introduction to Sheetmetal
- AIRC 2324 Major Appliances I

Second Year

Semester III

- AIRC 2301 Heating
- AIRC 2302 Automatic Controls II
- AIRC 2327 Advanced Sheetmetal
- AIRC 2328 Commercial Refrigeration II

Semester IV

- AIRC 2321 Installation and Maintenance of Air Conditioning Systems
- AIRC 2322 Heat Pumps
- AIRC 2325 System Troubleshooting
- Elective

Total Semester Hours—48

Suggested Electives: INCM 1401; AIRC 2303, 2304, 2326.

Business Management Curriculum***

(Core Curriculum)

First Year

Semester I

BUSI 1301 Introduction to Business
BUSI 1371 Elementary Accounting I
MGMT 1302 Organizational Behavior
COSC 1375 Business Information Systems
ENGL 1301 Composition and Rhetoric
PHED 1101 Physical Fitness and Health Concepts

Semester II

BUSI 1372 Elementary Accounting II*
or
MGMT 1301 Principles of Management I**
ENGL 1302 Composition and Rhetoric
MATH College Algebra or Modern Math I
OFFT 1322 Business Communications
SPCH 1321 Business and Professional Speaking

*For the student in the Business option.

**For the student in the Management option.

(Business Option)

Second Year

Semester III

BUSI 2350 Business Financial Operations I
BUSI 2380 Management Development Sem. I
MGMT 2350 Ethics in Business and Management
COSC 2307 Advanced Software Applications
ECON 2302 Principles of Economics II—Micro
Approved Elective*

Semester IV

BUSI 2302 Legal Environment of Business
BUSI 2351 Business Financial Operations II
BUSI 2360 Professional Skills
MGMT 2323 Human Resource Management
Free Elective

Total Semester Hours—64

*Approved Electives: *BUSI 2372, 2385; COSC 2372, GRAA 1308; OFFT 2326, 2338; MATH 1333; MGMT 1303, 1312, 2322, 2385.*

(Management Option)

Second Year

Semester III

MGMT 1303 Principles of Management II
MGMT 2350 Ethics in Business & Management
MGMT 2380 Management Development Sem. I
MGMT 2385 Special Topics in Management
ECON 2302 Principles of Economics II—Micro
Approved Elective*

Semester IV

MGMT 2322 Small Business Management
MGMT 2323 Human Resource Management
BUSI 2302 Legal Environment of Business
BUSI 2360 Professional Skills
Free Elective

Total Semester Hours—64

*Approved Electives: *MGMT 1312, 2381; BUSI 2350, 2351; COSC 1371, 2307, 2372; GRAA 1308; OFFT 2338; MATH 1333.*

(Designated Business Certificate)

Semester I

BUSI 1301 Introduction to Business
BUSI 1371 Elementary Accounting I
BUSI 2380 Management Development Sem. I
COSC 1375 Business Information Systems
MGMT 1302 Organizational Behavior

Semester II

BUSI 1372 Elementary Accounting II
BUSI 2302 Legal Environment of Business
BUSI 2360 Professional Skills
OFFT 1322 Business Communications
SPCH 1321 Business and Professional Speaking

Total Semester Hours—30

(Designated Management Certificate)

Semester I

BUSI 1301 Introduction to Business
MGMT 1301 Principles of Management I
MGMT 1302 Organizational Behavior
MGMT 2380 Management Development Sem. I
COSC 1375 Business Information Systems

Semester II

MGMT 1303 Principles of Management II
MGMT 2323 Human Resource Management
BUSI 2302 Legal Environment of Business
BUSI 2360 Professional Skills
OFFT 1322 Business Communications

Total Semester Hours—30

***Pending approval from the Texas Higher Education Coordinating Board.

Child Development Curriculum

First Year

Semester I

CHID 1311 Introduction to Child Development
CHID 1312 Survey of Child Care Management
CHID 1313 Curriculum and Materials in the
Child Care Facility
CHID 1314 Health Care and Safety
ENGL 1301 Composition and Rhetoric

Semester II

CHID 1321 The Family and the Community
CHID 1322 Growth & Development
in Early Childhood
CHID 1323 Creative Activities
CHID 1324 Child Health and Nutrition
PSYC 2301 Introductory Psychology
PHED 1101 Physical Fitness and Health Concepts

Summer Session I (5 weeks)

CHID 1310 Cooperative Training

Summer Session II (5 weeks)

CHID 1320 Cooperative Training

Total Semester Hours—37

Students may exit here with a certificate of proficiency or continue toward the associate of applied science degree in child development.

Second Year

Semester III

CHID 2311 The Special Child
CHID 2312 Preschool Theory and Application
MATH 1332 or **TMTH 1301**
Government Elective
MGMT 2322 Small Business Management

Semester IV

CHID 2321 Child Care Issues
CHID 2322 Child Care Facility Management
COSC 1307 Computer Literacy
Speech Elective
Sociology Elective

Total Semester Hours—67

TJC Trivia

In the fall of 1948, classes were moved to the Main Building (Jenkins Hall) which was still being completed on the new campus. On the first cold day it was discovered that a heating system had been omitted and was added to the building.

Computer-Aided Drafting and Design Curriculum

First Year

Semester I

CADD 1311 Mechanical Drawing
CADD 1321 Illustration Drawing
CADD 1331 Introduction to AutoCad
ENGL 1301 Composition and Rhetoric
TMTH 1301 Applied Mathematics
or Higher Level Algebra*
PHED 1101 Physical Fitness and Health Concepts

Semester II

CADD 1312 Descriptive Geometry
CADD 1332 Computer-Aided Machine Drafting
CADD 1392 Introduction to Microstation
ENGL 2311 Technical Report Writing
TMTH 1302 Applied Trigonometry or
Higher Level Trigonometry
Behavioral/Social Science Elective

Second Year

Semester III

CADD 2343 Computer-Aided Architectural Drafting
CADD 2383 Computer-Aided Pipe Drafting
CADD 2373 Computer-Aided Structural Drafting
CADD 1362 Computer-Aided Electronics Drafting
SPCH 1321 Business and Professional Speaking

Semester IV

CADD 2324 Map Drafting
CADD 2354 Plane Surveying
CADD 2334 Advanced Computer-Aided Drafting
PHYS 1305 Physics Problems
PHYS 1105 Physics Problems Laboratory
Elective

Total Semester Hours—65

* Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

Suggested Electives: **CADD 2344**; **COSC 1307**; **MGMT 1301, 1302**; **GOVT 2305, 2306**; **HIST 1301, 1302**; **PSYC 2301**; **SOCI 1301**.

(Certificate of Proficiency in Computer-Aided Drafting)

Semester I

CADD 1311 Mechanical Drawing I
or
ENGR 1304 Engineering Design Graphics I
CADD 1321 Illustration Drawing
CADD 1331 Intro to AutoCad
CADD 1362 Computer-Aided Electronics Drafting
TMTH 1301 Applied Mathematics
or Higher Level Algebra

Semester II

CADD 1332 Computer-Aided Machine Drafting
CADD 1392 Introduction to Microstation
CADD 2334 Advanced Computer-Aided Drafting
TMTH 1302 Applied Trigonometry
or Higher Level Trigonometry
Computer-Aided Drafting Elective
Computer-Aided Drafting Elective

* **CADD 2322** may be substituted for any one of the other drafting courses.

Total Semester Hours—33

TJC Trivia

Students today should appreciate the current absentee policy as compared to that of 1926, the first year of TJC. For every absence over three per class, one credit hour was subtracted from the student's record and three unexcused tardies counted as one absence.

Computer Science*****

(Certificate of Proficiency, Computer Information Systems Management)*

First Year	
Semester I	Semester II
COSC 1375 Business Information Systems	BUSI 1371 Elementary Accounting I
COSC 1371 DOS/Windows	COSC 1379 Telecommunicaitons
COSC 1373 Hardware/Software	COSC 2390 System Analysis
COSC 1380 Introduction to Networking	COSC 1382 Network Systems Management II
OFFT 1314 Business English	Approved Computer Science Elective
or	
ENGL 1301 Composition and Rhetoric	Total Semester Hours—30
Computer Science Electives: COSC 1310, 1376, 1384, 2307, 2372, 2373, 2375.	
Special Topics: (COSC 1360, 1361, 2360, 2361.)	

(Certificate of Proficiency, Computer Information Systems Applications)*

First Year	
Semester I	
COSC 1375 Business Information Systems	
COSC 1371 DOS/Windows	
COSC 1373 Hardware/Software	
2 Approved Computer Application Classes**	Total Semester Hours—15
**Suggested Courses: BUSI 1372, 2370; ACCT 2401; CADD 1331; COSC 1310, 1376, 2307, 2372, 2373, 2375; GRAA 1308, 1328, 2328; OFFT 2311, 2316, 2326, 2338.	

(Associate in Applied Science Degree, Application Programming Option)

First Year	
Semester I	Semester II
COSC 1375 Business Information Systems**	COSC 1318 Computer Programming: PASCAL
or	or
COSC 1307 Computer Literacy	COSC 1316 Computer Prog. QUICK BASIC
COSC 1377 Introduction to Computer Prog. Logic	COSC 1332 Computer Programming: COBOL
COSC 1371 DOS/Windows	COSC 1379 Telecommunications
BUSI 1371 Elementary Accounting I***	COSC 1362 Adv. Operating Systems/Windows
ENGL 1301 Composition and Rhetoric	BUSI 1372 Elementary Accounting II**
PHED 1101 Physical Fitness and Health Concepts	ENGL 2311 Technical Report Writing
	or
	ENGL 1302 Composition and Rhetoric

Second Year	
Semester III	Semester IV
Computer Programming Language Elective***	Computer Programming Language Elective***
COSC 2390 Systems Analysis	COSC 2373 Current Computer Science Topics
MATH 1314 College Algebra or Higher Level Math	COSC 2374 Capstone
Computer Science Elective	MGMT 2350 Ethics in Business & Management
Free Elective	Social/Behavioral Science Elective
SPCH 1321 Business and Professional Speaking	
or	
SPCH 1311 Intro to Speech Communication	Total Semester Hours—67

** COSC 1375 is a prerequisite to ACCT 2401.

*** ACCT 2401 may replace both BUSI 1371 and BUSI 1372. See your faculty advisor.

**** Programming Language Elective: COSC 1316, 1317, 1318, 1319, 1320, 1332, 1363, 2332, 2371 (see your faculty advisor). Computer Science Electives: COSC 1316, 1319, 1320, 1332, 1363, 1373, 1375, 1376, 1378, 1384, 2307, 2332, 2370, 2371, 2372, 2373, 2375. Special Topics: (COSC 1360, 1361, 2360, 2361.)

***** Pending approval from the Texas Higher Education Coordinating Board.

Computer Science

(Networking Technologies Option)*

First Year

Summer Sessions

COSC 1377 Computer Programming Logic
COSC 1371 DOS/Windows
COSC 1380 Introduction to Networking

Semester I (Fall)

COSC 1381 Network Systems Management I
COSC 1318 Computer Programming: PASCAL
or
COSC 1316 Computer Prog: QUICK BASIC
COSC 2307 Advanced Software Applications
MGMT 2350 Ethics in Business & Management
COSC 1379 Telecommunications

Semester II (Spring)

COSC 1383 Network Technology
COSC 1320 Computer Programming C
SPCH 1321 Business and Professional Speaking
Computer Science Elective
MATH 1314 College Algebra or Higher Level Math

Second Year

Semester III (Fall)

COSC 2385 Advanced Networking
COSC 2390 Systems Analysis
PHED 1101 Physical Fitness and Health Concepts
ENGL 1301 Composition and Rhetoric
COSC 1362 Adv. Operating Systems/Windows

Semester IV (Spring)

COSC 2387 Network Maintenance
Social/Behavioral Science Elective
ENGL 2311 Technical Report Writing
or
ENGL 1302 Composition and Rhetoric
Computer Science Elective
(COSC 2374 recommended)
Free Elective

Total Semester Hours—67

Computer Science Electives: COSC 1316, 1319, 1320, 1332, 1363, 1373, 1375, 1376, 1378, 1382, 2307, 2332, 2370, 2371, 2372, 2389. Special Topics: (COSC 1360, 1361, 2360, 2361).

Other Degree Requirements:

1. Software application experience equivalent to COSC 1307 is required to apply for entry into this degree program.
2. Applications for entry into the Networking Technologies program will be accepted prior to the start of classes in the fall. Selection for **full admittance** into the program will be granted to the highest ranking students. See the Networking Technologies Handbook for further details. **The Handbook may be obtained from the program director of Computer Science or from any of the Networking Technologies advisors.**
3. To remain **active in the program** students must receive a grade of at least a "C" in each of the required networking courses. A grade below a "C" in a required networking course **will prevent that student from taking any further required networking courses until that course is successfully completed.** Other courses in the curriculum may be taken, however. **Required networking courses include: COSC 1380, 1381, 1383, 2385, and 2387.**

* Pending approval from the Texas Higher Education Coordinating Board.

Criminal Justice Curriculum

(Core Curriculum)

Semester I

ENGL 1301 Composition and Rhetoric
HIST 1301 History of the United States
CRIJ 1301 Introduction to Criminal Justice*
CRIJ 2328 Police Systems and Practices*
CRIJ 1307 Crime in America*
PHED 1101 Physical Fitness and Health Concepts

Semester II

ENGL 1302 Composition and Rhetoric
HIST 1302 History of the United States
SPCH 1321 Business and Professional Speaking
CRIJ 1306 The Courts and Criminal Procedure*
CRIJ 1310 Fundamentals of Criminal Law*
CRIJ 2434 Texas Peace Officer Procedures*

(Law Enforcement Option)

Second Year

Semester III

GOVT 2305 American Government
TMTH 1301 Applied Mathematics
or Higher Level Mathematics
CRIJ 2314 Criminal Investigation*
CRIJ 2323 Legal Aspects of Law Enforcement*
CRIJ 2433 Texas Peace Officer Law*
Social/Behavioral Science Elective

Semester IV

GOVT 2306 American State Government
Social/Behavioral Science Elective
CRIJ 2435 Texas Peace Officer Skills*
CRIJ 2337 Criminal Justice Internship
or
Criminal Justice Elective
CRIJ 2336 Criminalistics
COSC 1306 Introduction to Computers

Total Semester Hours—70

Criminal Justice Electives: CRIJ 1321, 1322, 1318, 1320, 2313, 2331, 2301, 2316.

(Corrections Option)

Second Year

Semester III

GOVT 2305 American Government
TMTH 1301 Applied Mathematics
or Higher Level Math
PSYC 2301 Introductory Psychology
CRIJ 2314 Criminal Investigation*
CRIJ 2323 Legal Aspects of Law Enforcement
CRIJ 1320 Police Role in Crime & Del.

Semester IV

GOVT 2306 American State Government
SOCI 1306 Social Problems
CRIJ 2313 Correctional Systems and Practice*
CRIJ 2301 Community Resources in Corrections*
CRIJ 2337 Criminal Justice Internship
or
Criminal Justice Elective
COSC 1306 Introduction to Computers

Total Semester Hours—70

*Core Curriculum required for Law Enforcement Officer by Texas Commission on Law Enforcement Officer Standards and Education.

Criminal Justice Electives: CRIJ 1318, 1321, 1322, 2316, 2331, 2333, 2336.

Dental Hygiene Curriculum****

First Year

Summer Session I

BIOL 2401 Anatomy and Physiology I

Summer Session II

BIOL 2402 Anatomy and Physiology II
DENH 1100 Introduction to Dental Hygiene

Semester I

DENH 1411 Dental Hygiene Radiography
DENH 1312 Oral Anatomy and Physiology
DENH 1413 Dental Hygiene Clinic I
DENH 1314 Oral Histology and Embryology
BIOL 2420 Microbiology

Semester II

DENH 1221 Dental Materials
DENH 1222 Pathology
DENH 1223 Oral Pathology
DENH 1324 Dental Hygiene Clinic II
CHEM 1305 Elementary Chemistry
ENGL 1301 Composition and Rhetoric

Second Year

Summer Session II

SPCH 1311 Introduction to Speech Communication
Free Elective (Any course listed in Catalog)***

Semester III

DENH 2231 Pharmacology
DENH 2334 Community Dental Health I
DENH 2333 Dental Hygiene Clinic III
Psychology Elective (3 hours)*
DENH 2242 Periodontology
COSC 1306 Introduction to Computers

Semester IV

DENH 2141 Seminar
DENH 2343 Dental Hygiene Clinic IV
DENH 2344 Community Dental Health II
Sociology Elective (3 hours)***
PHED 1101 Physical Fitness and Health Concepts
DENH 2231 Clinical Nutrition

Total Semester Hours—75

*Psychology Elective: Any 3 hour psychology course listed in College Catalog.

**Sociology Elective: Any 3 hour sociology course listed in College Catalog.

***Free Elective: Any 1 to 4 hour course listed in College Catalog.

****Pending approval from the Texas Higher Education Coordinating Board.

Diagnostic Medical Sonography Curriculum

(Advanced Certificate Option)*

Semester I (16 weeks)

DMST 1321 Sonography Physics I
DMST 1402 Abdominal Ultrasound
DMST 1501 Clinical Education I

Semester II (18 weeks)

DMST 1320 Ultrasound Physics II
DMST 1421 OB/GYN Ultrasound
DMST 1502 Clinical Education II

Semester III (14 weeks)

DMST 1531 Special Studies in Ultrasound
DMST 1232 Ultrasound Seminar
DMST 1503 Clinical Education III

*Must hold an Allied Health Professional License or a B.S. in a science discipline to apply.

Total Semester Hours—36

*(Associate in Applied Science Option)**

First Year

Semester I

TMTH 1301 Applied Mathematics
ENGL 1301 Composition and Rhetoric
COSC 1307 Computer Literacy**
MEDR 1301 Medical Terminology
BIOL 2401 Anatomy and Physiology

Semester II

PHED 1101 Health Concepts
DMST 1301 Methods of Patient Care
MEDR 1321 Medical Terminology II
Humanities Elective***
BIOL 2402 Anatomy and Physiology

Summer Session

Free Elective
Social/Behavioral Science Elective

Second Year

Semester III (16 weeks)

DMST 1321 Sonographic Physics I
DMST 1402 Abdominal Ultrasound
DMST 1501 Clinical Education I

Semester IV (18 weeks)

DMST 1320 Sonographic Physics II
DMST 1421 OB/GYN Ultrasound
DMST 1502 Clinical Education II

Summer Session (14 weeks)

DMST 1531 Special Studies in Ultrasound
DMST 1232 Ultrasound Seminar
DMST 1503 Clinical Education III

Total Semester Hours—72

*Pending approval from the Texas Higher Education coordinating Board.

**Or any "hands-on" computer class.

***Speech is recommended.

Drafting *(See Computer-Aided Drafting)*

Electronics Technology Curriculum

(Also see Microcomputer Service)

First Year

Semester I

ELTE 1311 DC and AC Circuit Analysis
ELTE 1321 Digital Logic Circuit Analysis
ELTE 1351 Electronic Design and Fabrication
ENGL 1301 Composition and Rhetoric
TMTH 1301 Applied Mathematics
OR Higher Level Algebra
PHED 1101 Physical Fitness and Health Concepts

Semester II

ELTE 1312 Semiconductor and Microelectronic Devices
ELTE 1322 Digital Systems and Microprocessors
COSC 1310 Introduction to Programming for Non-Programming Majors
ELTE 1342 Industrial Electronics and Process Control
ENGL 2311 Technical Report Writing
TMTH 1302 Applied Trigonometry
OR Higher Level Trigonometry

Second Year

Semester III

ELTE 2333 Microprocessor System Architecture
ELTE 2343 Industrial Automation
ELTE 2313 Electronic Communications
ELTE 2323 Assembly Language Programming for Microprocessors
CADD 1362 Computer-Aided Electronics Drafting Elective

Semester IV

ELTE 2334 Microprocessor Interfacing
ELTE 2344 Industrial Robotics
ELTE 2314 Telecommunications
PHYS 1305 Physics Problems
PHYS 1105 Physics Problems Laboratory
SPCH 1321 Business and Professional Speaking
Social/Behavioral Science Elective

Total Semester Hours—71

Emergency Medical Technology Curriculum

(Paramedic Option)

First Year

Semester I

EMMT 1110 Clinical Practice I
EMMT 1410 Emergency Medical Procedures I
MEDR 1301 Medical Terminology
CHEM 1305 Elementary Chemistry
BIOL 2401 Anatomy and Physiology
PHED 1101 Physical Fitness and Health Concepts

Semester II

EMMT 1120 Clinical Practice II
EMMT 1320 Mathematics for EMT
EMMT 1420 Emergency Medical Procedures II
BIOL 2402 Anatomy and Physiology
ENGL 1301 Composition and Rhetoric

Second Year

Semester III

EMMT 2210 Clinical Practice III
EMMT 2410 Emergency Medical Procedures III
PSYC 2301 Introductory Psychology
SPCH 1321 Business and Professional Speaking
MGMT 1301 Principles of Management

Semester IV

EMMT 2220 Clinical Practice IV
EMMT 2420 Emergency Medical Procedures IV
COSC 1307 Computer Literacy
SOCI 2370 Medical Sociology
Elective*

Total Semester Hours—61

Special admission rules apply to this program. Also, there are special retention rules for each semester. See program director for details.

NOTE: All Emergency Medical Technology courses must be taken in sequential order.

** Conversational Spanish, SPAN 1300, is a suggested elective. In selected cases, EMMT 2320 and 2411 may be approved as an elective.*

(EMMT Certificates of Completion Programs)

Basic Program

EMMT 1110 Clinical Practice I
EMMT 1410 Emergency Medical Procedures I

After successfully completing these courses, students are eligible to take the state examination for certification as an Emergency Medical Technician by the Texas Department of Health.

Total Semester Hours—5

EMMT Intermediate Program

EMMT 1110 Clinical Practice I
EMMT 1410 Emergency Medical Procedures I
EMMT 1120 Clinical Practice II
EMMT 1420 Emergency Medical Procedures II

After successfully completing these courses, students are eligible to take the state examination for certification as an Emergency Medical Technician-Intermediate by the Texas Department of Health.

Note: Special admission and retention rules apply to this program. See program director for details.

Total Semester Hours—10

Farm and Ranch Management Curriculum

First Year

Semester I

FRMG 1401 Principles of Soil Management
FRMG 1303 Farm Buildings and Construction
FRMG 1321 Agriculture Economics and Finance
FRMG 2323 Principles of Agriculture Marketing
ENGL 1301 Composition and Rhetoric

Semester II

FRMG 1402 Principles of Animal Husbandry
FRMG 1322 Farm Power Machinery
FRMG 1323 Principles of Feed Production
ENGL 2311 Technical Report Writing
Computer Science Elective
PHED 1101 Physical Fitness and Health Concepts

Summer Session I

FRMG 1330 On-The-Job Training (6 weeks)

Second Year

Semester III

FRMG 2310 Livestock Rations and Application
FRMG 2410 Farm Shop
FRMG 2320 Animal Health
College Level Mathematics
Social/Behavioral Science Elective

Semester IV

FRMG 2321 Farm and Ranch Records
FRMG 2422 Principles of Beef Cattle Production
FRMG 2324 Principles of Livestock Reproduction
FRMG 2325 Farm Shop II
SPCH 1321 Business and Professional Speaking

Total Semester Hours—68

*Student placement in mathematics and English classes is based upon the results of tests and subjects completed.

Fire Protection Curriculum

First Year

Semester I

FIRE 1311 Fundamentals of Fire Protection
FIRE 1312 Industrial Fire Protection I
FIRE 1309 Fire Science Chemistry I
ENGL 1301 Composition and Rhetoric
TMTH 1301 Applied Mathematics*

Semester II

FIRE 1323 Fire Protection Systems
FIRE 1324 Fire Prevention
FIRE 1322 Industrial Fire Protection II
FIRE 1329 Fire Science Chemistry II
SPCH 1321 Business and Professional Speaking
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

FIRE 2311 Fire Administration I
FIRE 2312 Building Codes and Construction
FIRE 2313 Fire and Arson Investigation
ENGL 2311 Technical Report Writing
GOVT 2306 American State Government
Behavioral/Social Science Elective

Semester IV

FIRE 2314 Hazardous Materials I
FIRE 2321 Fire Administration II
FIRE 2315 Fire Fighting Tactics and Strategy
FIRE 2323 Arson Investigation II
COSC 1307 Computer Literacy
or
COSC 1326 Microcomputers

Total Semester Hours—64

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

Fire Science Electives: FIRE 1316, 1315, 1318, 1319, 1317 1310, 2324 and CRIJ.

Suggested Electives: History, Government, Sociology, Economics and Geology.

Graphic Arts/Photography Curriculum

(Graphic Arts Option)

First Year

Semester I

GRAA 1301 Basic Photography
GRAA 1302 Basic Graphics
GRAA1308 Beginning Computer Graphics
GRAA 2302 Photographic Reproduction
ENGL 1301 Composition and Rhetoric

Semester II

GRAA 1307 Airbrush Techniques
GRAA 1322 Graphic Design
GRAA 1328 Intermediate Computer Graphics
College Level Mathematics
ENGL 2311 Technical Report Writing
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

GRAA 2303 Color Photography
GRAA 2301 Commercial Photography
GRAA 2322 Graphic Reproduction
GRAA 2328 Advanced Computer Graphics
MGMT 2322 Small Business Management
Social/Behavioral Science Elective

Semester IV

GRAA 2323 Commercial Advertising Techniques
GRAA 2325 Commercial Portfolio and Professional Skills
GRAA 2329 Advertising Photography
GRAA 2238 Internship or Approved Elective
Elective (3 hours)
SPCH 1321 Business and Professional Speaking

Total Semester Hours—66

(Graphic Arts Certificate)

First Year

Semester I

GRAA 1302 Basic Graphics
GRAA 1308 Beginning Computer Graphics
GRAA 1301 Basic Photography

Semester II

GRAA 1322 Graphic Design
GRAA 1328 Intermediate Computer Graphics
GRAA 1321 Advanced Photography

Second Year

Semester III

GRAA 2328 Advanced Computer Graphics
GRAA 2322 Graphic Reproduction
GRAA 2302 Photo Reproduction
MGMT 2322 Small Business Management

Semester IV

GRAA 2323 Commercial Advertising Techniques
GRAA 2325 Commercial Portfolio and Professional Skills
GRAA 1307 Airbrush Techniques

Total Semester Hours—39

TJC Trivia

In the first 20 years of existence (1926–46) TJC only offered foundation courses required for a baccalaureate degree. The first associate of arts degree was conferred in 1946.

(Commercial Art Option)

First Year

Semester I

GRAA 1301 Basic Photography
GRAA 1302 Basic Graphics
GRAA 1308 Beginning Computer Graphics
GRAA 1307 Airbrush Techniques
ARTS 1316 Drawing I

Semester II

GRAA 1322 Graphic Design
GRAA 1328 Intermediate Computer Graphics
ARTS 1317 Drawing II
GRAA 1321 Advanced Photography
ENGL 1301 Composition and Rhetoric
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

GRAA 2301 Commercial Photography
GRAA 2328 Advanced Computer Graphics
GRAA 2302 Photo Reproduction
MGMT 2322 Small Business Management
College Level Mathematics
Elective

Semester IV

GRAA 2325 Commercial Portfolio and Professional Skills
GRAA 2323 Commercial Advertising Techniques
GRAA 2329 Advertising Photography
GRAA 2238 Internship or Approved Elective
Social/Behavioral Science Elective
SPCH 1321 Business and Professional Speaking

Total Semester Hours—66

(Commercial Art Certificate)

First Year

Semester I

GRAA 1302 Basic Graphics
GRAA 1308 Beginning Computer Graphics
GRAA 1307 Airbrush Techniques

Semester II

GRAA 1322 Graphic Design
GRAA 1328 Intermediate Computer Graphics
GRAA 2322 Graphic Reproduction

Second Year

Semester III

GRAA 2302 Photo Reproduction
GRAA 2328 Advanced Computer Graphics
ARTS 1316 Drawing I
MGMT 2322 Small Business Management

Semester IV

GRAA 2323 Commercial Advertising Techniques
GRAA 2325 Commercial Portfolio and Professional Skills
ARTS 1317 Drawing II

Total Semester Hours—39

(Designated Photography Certificate)

First Year

Semester I

GRAA 1301 Basic Photography
GRAA 1302 Basic Graphics
GRAA 1307 Airbrush Techniques

Semester II

GRAA 1321 Advanced Photography
GRAA 2321 Portrait Photography
GRAA 1306 Video Camera Techniques

Second Year

Semester III

GRAA 2301 Commercial Photography
GRAA 2303 Color Photography
MGMT 2322 Small Business Management

Semester IV

GRAA 2325 Commercial Portfolio and Professional Skills
GRAA 2332 Retouching and Restoration
GRAA 2329 Advertising Photography
GRAA 2323 Commercial Advertising Techniques

Total Semester Hours—39

Horticulture Science Curriculum

First Year

Semester I

ENGL 1301 Composition and Rhetoric
AGRI 1315 General Horticulture
HORT 1301 Plant Identification
AGRI 1413 General Entomology
TMTH 1301 Applied Mathematics I (or Higher)

Semester II

BUSI 1371 Elementary Accounting I
HORT 1321 Interiorscaping
Horticulture/Agriculture Elective
Horticulture/Agriculture Elective
COSC 1307 Computer Literacy
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

MGMT 1301 Principles of Management
FRMG 1301 Principles of Soil Management
Horticulture/Agriculture Elective
Horticulture/Agriculture Elective
Social/Behavioral Science Elective
Speech Elective

Semester IV

HORT 2313 Plant Propagation
HORT 2322 Integrated Pest Management
AGRI 2317 Introduction to Agricultural Economics
BIOL 1411 General Botany
Elective

Total Semester Hours—66

Suggestive HORT/AGRI Electives: AGRI 1407, 2330; HORT 1309, 1322, 1323, 2303, 2304, 2312, 2323, 2324, 2325

Approved Electives: HIST 1301, 1302; GOVT 2305, 2306; ENGL 1302.

(Designated Horticulture/Landscaping Technology Certificate)

Semester I

AGRI 1315 General Horticulture
HORT 1301 Plant Identification
Horticulture/Agriculture Elective
Horticulture/Agriculture Elective
Approved Elective

Semester II

HORT 1321 Interiorscaping
Horticulture/Agriculture Elective
Horticulture/Agriculture Elective
Horticulture/Agriculture Elective
Approved Elective

Summer (16 weeks)

HORT 1309 Seminar/Cooperative Training

Total Semester Hours—33

Suggested HORT/AGRI Electives: AGRI 1413; HORT 1322, 1323, 2303, 2304, 2312, 2313, 2321, 2322, 2323, 2324, 2325.

Approved Electives: COSC 1307; BUSI 1301; MGMT 1301, 2322; SPAN 1300.

(Designated Floral Design and Operation Certificate)

Semester I

AGRI 1315 General Horticulture
HORT 1322 Floral Design I
COSC 1307 Computer Literacy
SOCI 1301 Introduction to Sociology
Approved Elective

Semester II

HORT 1321 Interiorscaping
BUSI 1371 Elementary Accounting I
HORT 2312 Floral Design II
HORT 2313 Plant Propagation
Approved Elective

Total Semester Hours—30

Approved Electives: HORT 1301, 1309; MGMT 1301.

Human Services Curriculum*

(Substance Abuse Counseling Option)

First Year

Semester I

HUMS 1301 Introduction to Human Services
ADAC 1202 Core Functions for
Addiction Counseling
ADAC 1203 Introduction to Substance Abuse
COSC 1307 Computer Literacy
ENGL 1301 Composition and Rhetoric
PSYC 2301 Introductory Psychology

Semester II

HUMS 1321 Interviewing and Counseling
ADAC 1221 Pharmacology and Addiction
SOC 1306 Social Problems
ADAC 1223 Recovery Dynamics
ENGL 2311 Technical Report Writing
SPCH 1321 Business and Professional Speaking

Second Year

Semester III

HUMS 2201 Interviewing and Counseling II
ADAC 2202 Dual Diagnosis for Substance
Abuse Counselors
HUMS 2303 Field Observation
HUMS 2204 Mgmt. of Aggressive Behavior
Elective
College Level Mathematics

Semester IV

ADAC 2321 Dynamics of the Chemically
Dependent Family
HUMS 2322 Internship
ADAC 2123 Issues in Addiction Counseling
ADAC 1222 Addiction Counseling Techniques
ADAC 2101 Current Topics Seminar
Elective
PHED 1101 Physical Fitness and Health Concepts

(Substance Abuse Counseling Certificate)

First Year

Semester I

ADAC 1202 Core Functions for Addiction
Counseling
ADAC 1203 Introduction to Substance Abuse

Semester II

ADAC 1221 Pharmacology and Addiction
ADAC 1223 Recovery Dynamics

Second Year

Semester III

ADAC 2202 Dual Diagnosis for Substance
Abuse Counselors
HUMS 2303 Field Observation

Semester IV

ADAC 2321 Dynamics for the Chemically
Dependent Family
HUMS 2322 Internship
ADAC 2123 Issues in Addiction Counseling
ADAC 1222 Addiction Counseling Techniques
ADAC 2101 Current Topics Seminar

*Pending approval from the Texas Higher Education Coordinating Board.

Interpreter Training Curriculum**

First Year

Semester I

SIGN 1301 Introduction to Deafness
SIGN 1302 American Sign Language I

or

SGNL 1301 Beginning American Sign Language I*
SPCH 1321 Business and Professional Speaking
SIGN 1101 Fingerspelling
ENGL 1301 Composition and Rhetoric
COSC 1307 Computer Literacy

Semester II

SIGN 1321 American Sign Language II
or

SGNL 1302 Beginning American Sign Language II*
SIGN 1322 Interpreting I
SIGN 1323 Educational and Special Signs I
SPCH 1311 Introduction to Speech Communication
SIGN 1324 Psychosocial Aspects of Deafness
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

SIGN 2301 American Sign Language
or

SGNL 2301 Inter. American Sign Language I*
SIGN 2302 Special Topics in Deafness
SIGN 2303 Interpreting II
Social/Behavioral Science Elective*
SIGN 2304 Educational and Special Signs II

Semester IV

SIGN 2321 American Sign Language IV
or

SGNL 2302 Inter. American Sign Language II*
SIGN 2322 Interpreting III
SIGN 2323 Practicum
College Level Mathematics
Free Elective

Total Semester Hours—62

*Recommended Electives: *SOCI 1301; PSYC 2301, 2314.*

(Certificate of Proficiency)**

First Year

Semester I

SIGN 1301 Introduction to Deafness
SIGN 1302 American Sign Language I
SIGN 1101 Fingerspelling

Semester II

SIGN 1321 American Sign Language II
SIGN 1322 Interpreting I
SIGN 1323 Educational and Special Signs I
SIGN 1324 Psychosocial Aspects of Deafness

Second Year

Semester III

SIGN 2301 American Sign Language III
SIGN 2302 Special Topics in Deafness
SIGN 2303 Interpreting II
SIGN 2304 Educational and Special Signs II

Semester IV

SIGN 2321 American Sign Language IV
SIGN 2322 Interpreting III
SIGN 2323 Practicum

Total Semester Hours—40

*Can be used as modern language transfer credit to some institutions.

**Pending approval from the Texas Higher Education Coordinating Board.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

Industrial and Commercial Maintenance Curriculum

First Year

Semester I

INCM 1401 Industrial Blueprint Reading
INCM 1302 Industrial Safety and Hygiene
ELEC 1370 Industrial Electricity/Electronics
COSC 1307 Computer Literacy
ENGL 1301 Composition and Rhetoric
TMTH 1301 Applied Mathematics

Semester II

INCM 1303 Industrial and Commercial Plumbing
Welding Elective
ELEC 1371 Industrial Power Applications
Behavioral/Social Science Elective
Air Conditioning Elective

Second Year

Semester III

AIRC 1323 Automatic Controls I
ELEC 2370 Industrial Instrumentation
and Motor Controls
INCM 2301 Hydraulics and Pneumatics
Approved Elective
Elective

Semester IV

INCM 2303 Motor Maintenance and Repair
INCM 2304 Industrial Mechanics
Approved Elective
SPCH 1321 Business and Professional Speaking
PHED 1101 Physical Fitness and Health Concepts
Approved Elective

Total Semester Hours—65

(Designated Industrial and Commercial Maintenance Certificate)

First Year

Semester I

INCM 1401 Industrial Blueprint Reading
INCM 1302 Industrial Safety and Hygiene
ELEC 1370 Industrial Electricity/Electronics
TMTH 1301 Applied Mathematics

Semester II

INCM 1303 Industrial and Commercial Plumbing
Welding Elective
ELEC 1371 Industrial Power Applications

Second Year

Semester III

AIRC 1323 Automatic Controls I
ELEC 2370 Industrial Instrumentation
and Motor Controls
INCM 2301 Hydraulics and Pneumatics
COSC 1307 Computer Literacy

Semester IV

INCM 2303 Motor Maintenance and Repair
INCM 2304 Industrial Mechanics
Air Conditioning Elective

Total Semester Hours—41

Legal Assistant Curriculum

First Year

Semester I

COSC 1376 Spreadsheets for Business
or
COSC 1375 Business Computer Applications
ENGL 1301 Composition and Rhetoric
GOVT 2305 American Government
LEGL 1101 Legal Ethics
LEGL 1311 Introduction to the Legal Systems
OFFT 2316 Word Processing

Semester II

ENGL 1302 Composition and Rhetoric
GOVT 2306 American State Government
PHED 1101 Physical Fitness and Health Concepts
LEGL 1325 Legal Research
LEGL 2322 Corporation and Commercial Law
College Level Math (3 hours)

Second Year

Semester III

BUSI 1371 Elementary Accounting I
or
ACCT 2401 Principles of Accounting
LEGL 1320 Legal Writing
LEGL 2315 Constitutional Law
LEGL 2320 Litigation
PSYC 2302 Applied Psychology
Approved Legal Assistant Elective (3 hours)

Semester IV

LEGL 1321 Legal Interview and Human Relations
LEGL 2321 Law Office Management
and Procedures
LEGL 2318 Internship
or
Approved Elective* (3 hours)
Elective
SPCH 1321 Business and Professional Speaking

Total Semester Hours—65

* Approved Electives: *LEGL 1329, 2317, 2313, 2310, 2314, 2316, 2319, 2323, 2370.*

Medical Laboratory Technology Curriculum*

First Year

Semester I (16 weeks)

ENGL 1301 Composition and Rhetoric
CHEM 1406 Fundamentals of Chemistry
or
CHEM 1411 General Chemistry
MELT 1301 Basic for Allied Health Science
BIOL 2420 Microbiology
PHED 1101 Physical Fitness and Health Concepts

Semester II (16 weeks)

MELT 1321 Clinical Microbiology
BIOL 2401 Anatomy and Physiology
MELT 1322 Special Clinical Microbiology
CHEM 1408 Fundamentals of Chemistry
or
CHEM 1412 General Chemistry

Summer Session II (5 weeks)

MELT 1331 Clinical Practice I
Psychology/Sociology Elective

Second Year

Semester III (16 weeks)

BIOL 2402 Anatomy and Physiology
MELT 2301 Medical Laboratory Techniques I
MELT 2302 Clinical Chemistry
MELT 2321 Medical Laboratory Techniques II
Free Elective

Semester IV (16 weeks)

Humanities Elective
MELT 2621 Clinical Practice II
MELT 2622 Clinical Practice III

Summer Session I (6 weeks)

MELT 2631 Clinical Practice IV

Total Semester Hours—72

* Pending approval from Texas Higher Education Coordinating Board.

Medical Office Management Curriculum

(Certificate of Proficiency)

Semester I

- MOMG 1301 Medical Terminology I
- MOMG 1302 Medical Office Procedures I
- BUSI 1371 Elementary Accounting I
- OFFT 1313 Business Math/Calculators
- OFFT 1314 Business English
- OFFT 2316 Intermediate Word Processing

Semester II

- MOMG 1322 Medical Office Procedures II
- MOMG 1321 Medical Terminology II
- MOMG 2301 Medical Transcription
- OFFT 2327 Administrative Office Management
- OFFT 1322 Business Communications
- COSC 1307 Computer Literacy
- or
- COSC 1376 Spreadsheets for Business

Total Semester Hours—36

Medical Record Technology

(Health Information Technology)

First Year

Semester I

- ENGL 1301 Composition and Rhetoric
- BIOL 2401 Anatomy and Physiology I
- MEDR 1301 Medical Terminology I
- MEDR 1300 Introduction to Medical Record Science
- COSC 1307 Computer Literacy

Semester II

- BIOL 2402 Anatomy and Physiology II
- MEDR 1321 Medical Terminology II
- MEDR 1201 Directed Practice I
- MEDR 1324 Health Care Statistics
- PHED 1101 Physical Fitness and Health Concepts
- Free Elective

Second Year

Semester III

- MEDR 2201 Directed Practice II
- MEDR 2304 Introduction to Human Diseases
- MEDR 2302 Legal Aspects of Medical Records
- MEDR 2321 Medical Records Coding I
- MEDR 2301 Medical Transcription
- SPCH 1321 Business and Professional Speaking

Semester IV

- MEDR 2221 Directed Practice III
- MEDR 2322 Management Principles in Health Information
- MEDR 2323 Medical Record Coding II
- MEDR 2324 Quality Improvement in Health Information
- MEDR 1322 Personnel Management in Healthcare
- Social/Behavior Science Elective

Total Semester Hours—66

(Designated Medical Record Certificate—Medical Transcriptionist)

First Year

Semester I

- OFFT 1325 Introduction to Word Processing
- MEDR 1301 Medical Terminology I
- MEDR 1300 Introduction to Medical Record Science
- MEDR 2301 Medical Transcription
- BIOL 2401 Anatomy and Physiology I

Semester II

- MEDR 1201 Directed Practice I
- MEDR 1321 Medical Terminology II
- ENGL 1301 Composition and Rhetoric
- COSC 1307 Computer Literacy
- BIOL 2402 Anatomy and Physiology II

Total Semester Hours—31

Microcomputer Service Curriculum*

(Also see *Electronics Technology*)

First Year

Semester I

- MCRO 1311** DC/AC Principles for Microcomputer Equipment
- MCRO 1321** Digital Principles for Microcomputer Equipment
- MCRO 1331** Microcomputer Hardware
- COSC 1371** DOS/Windows
- COSC 1307** Computer Literacy

Semester II

- MCRO 1312** Electronic Circuits for Microcomputer Equipment
- MCRO 1322** Microprocessor Concepts
- MCRO 1332** Microcomputer Networks
- MCRO 1342** Data Communications
- MCRO 1352** Diagnostics and Troubleshooting
- MCRO 1372** Microcomputer Service Lab

Students may exit at this point with a certificate of proficiency in microcomputer service or may continue toward the associate of applied science degree in electronics technology, with the microcomputer service option.

Second Year

Semester III

- ENGL 1301** Composition and Rhetoric
- MCRO 2355** Current Topics in Microcomputer Technology
- COSC 1310** Introduction to Programming for Non-Programming Majors
- PHED 1101** Physical Fitness and Health Concepts
- TMTH 1301** Applied Mathematics or a Higher Level Algebra
- MGMT 2322** Small Business Management Behavioral/Social Science Elective

Semester IV

- ENGL 2311** Technical Report Writing
- BUSI 1371** Elementary Accounting I
- SPCH 1321** Business and Professional Speaking
- MCRO 2356** Trends in Microcomputer Technology
- ELTE 2323** Assembly Language Programming for Microprocessors
- Elective**

Total Semester Hours—69

*Pending approval from the Texas Education Coordinating Board.

Nursing, Associate Degree (ADN) Curriculum**

First Year

Summer Session II

- ENGL 1301** Composition and Rhetoric
- PSYC 2301** Introduction to Psychology

Semester II

- NURS 1901** Nursing II
- BIOL 2402** Anatomy and Physiology*
- SOCI 1301** Introduction to Sociology

Semester I

- NURS 1201** Special Topics
- NURS 1701** Nursing I
- BIOL 2401** Anatomy and Physiology*
- PHED 1101** Physical Fitness and Health Concepts
- Humanities Elective** (3 hours)**

Summer Session I

- ENGL 1302** Composition and Rhetoric
- PSYC 2314** Human Growth and Development

Second Year

Semester III

- NURS 2501** Nursing III (8 weeks)
- NURS 2502** Nursing IV (8 weeks)
- BIOL 2420** Microbiology*

Semester IV

- NURS 2503** Nursing V (8 weeks)
- NURS 2504** Nursing VI (8 weeks)
- Elective*** (3 hours)

Total Semester Hours—69

Non-nursing courses may be taken prior to placement in the ADN program. All science courses and PSYC 2808 must have been completed within seven years of the time required in the curriculum or must be repeated.

*Must be taken concurrently with nursing courses scheduled if no previous credit with grade of "C" or better.

All other first year courses must be completed with a "C" or better before progressing to the second year.

Exceptions must be approved in writing by the program director.

**Pending approval from the Texas Higher Education Coordinating Board.

ADN-LVN Transition Curriculum

First Year

Prerequisites to Second Year

ENGL 1301 Composition and Rhetoric
ENGL 1302 Composition and Rhetoric
Humanities Elective (3 hours)*
PSYC 2301 Introduction to Psychology
PSYC 2314 Human Growth and Development
SOCI 1301 Introduction to Sociology
PHED 1101 Physical Fitness and Health Concepts

Prerequisites to NURS 1501

BIOL 2401 Anatomy and Physiology
BIOL 2402 Anatomy and Physiology

Semester I, II or Summer Session

NURS 1501 LVN Transition

Second Year

Total Semester Hours—59

See Semesters III and IV of traditional curriculum.

All first year courses must be completed with a "C" or better before progressing to the second year.

Exceptions must be approved in writing by the program director.

All science courses and PSYC 2308 must have been completed within seven years of the time required in the curriculum or must be repeated.

*Pending approval from the Texas Higher Education Coordinating Board.

Nursing, Critical Care

(Advanced Certificate of Proficiency)

(16 weeks)

CCNG 2103 Seminar
CCNG 2105 Renal and Endocrine Systems
CCNG 2108 EKG Critical Care
CCNG 2109 Gastrointestinal and Hematologic Pathology and Management

CCNG 2202 Pulmonary Pathology and Mngment
CCNG 2203 Neurologic Pathology and Mngment
CCNG 2204 Cardiovascular Pathology and Mngt.
CCNG 2402 Clinical Practicum

Total Semester Hours—14

Nursing, Vocational (VNE) Curriculum

Semester I (16 weeks)

VOCN 1301 Health Maintenance
VOCN 1501 Science for VNE
VOCN 1502 Med/Surg Nursing I
VOCN 1701 Essentials of Nursing

Semester II (16 weeks)

VOCN 1321 Nursing Care of Children
VOCN 1222 Maternity Nursing
VOCN 1623 Med/Surg Nursing II
VOCN 1624 Med/Surg Nursing III

Summer Session (10 weeks)

VOCN 1431 Long Term Care Nursing
VOCN 1432 Community Health Nursing

Total Semester Hours—45

(Evening Curriculum)

Semester I (14 weeks)

VOCN 1251 Health Maintenance
VOCN 1252 Med Surg I (evening)
VOCN 1551 Science
VOCN 1652 Essentials

Semester II (16 weeks)

VOCN 1752 Med/Surg II (evening)
VOCN 1653 Med/Surg III (evening)

Semester III (16 weeks)

VOCN 1351 Maternity Nursing (evening)
VOCN 1253 Pediatric Nursing (evening)
VOCN 1651 Med/Surg IV (evening)

Semester IV (14 weeks)

VOCN 1451 Long Term Care (evening)
VOCN 1352 Community Health Nsg. (evening)

Total Semester Hours—48

What We Offer 67

Office Technology Curriculum

(Core Curriculum)

First Year

Semester I

BUSI 1371 Elementary Accounting I
OFFT 1312 Office Procedures
OFFT 1313 Business Math/Calculator
OFFT 1314 Business English
OFFT 1325 Introduction to Word Processing
PHED 1101 Physical Fitness and Health Concepts

Semester II

BUSI 1372 Elementary Accounting II
COSC 1376 Spreadsheets for Business
OFFT 1321 Machine Transcription
OFFT 1322 Business Communications
OFFT 2316 Intermediate Word Processing
OFFT 2312 Advanced Office Procedures

(Administrative Assistant Option)

Second Year

Semester III

BUSI 2302 Legal Environment in Business
ENGL 1301 Composition and Rhetoric
Math/Science
OFFT 2326 Advanced Word Processing
OFFT 2318 Speedwriting
or **OFFT 2311** Specialized Software
PSYC 2302 Applied Psychology

*Approved Electives: *OFFT 2328, 2338; SPAN 1411.*

Semester IV

Elective

ENGL 2311 Technical Report Writing
or **ENGL 1302** Composition and Rhetoric
OFFT 2329 Internship or Approved Elective*
OFFT 2327 Administrative Office Management
SPCH 1321 Business and Professional Speaking

Total Semester Hours—67

(Legal Option)

Second Year

Semester III

LEGL 1311 Introduction to Legal System
ENGL 1301 Composition and Rhetoric
College Level Mathematics
OFFT 2326 Advanced Word Processing
GOVT 2306 American and State Government
PSYC 2302 Applied Psychology

*Approved Electives: *SPAN 1411; OFFT 2338, 2328.*

Semester IV

LEGL 2322 Corporation and Commercial Law
ENGL 2311 Technical Report Writing
or
ENGL 1302 Composition and Rhetoric
OFFT 2329 Internship or Approved Elective*
LEGL 2321 Law Office Management & Procedures
Elective
SPCH 1321 Business and Professional Speaking

Total Semester Hours—70

(Medical Option)

Second Year

Semester III

MOMG 1301 Medical Terminology I
MOMG 1302 Medical Office Procedures I
ENGL 1301 Composition and Rhetoric
Math/Science
Elective
PSYC 2302 Applied Psychology

Semester IV

MOMG 1322 Medical Office Procedures II
MOMG 1321 Medical Terminology II
ENGL 2311 Technical Report Writing
or
ENGL 1302 Composition and Rhetoric
MOMG 2301 Medical Transcription
Social Science Elective
SPCH 1321 Business and Professional Speaking

Total Semester Hours—70

*(Tech-Prep Enhanced Office Technology Certificate)**

This certificate is designed for students who complete the office technology curriculum (any option) and desire advanced credit hours. Students may receive certificate as an additional option to A.A.S. degree. This is not a stand-alone certificate program.

COSC 1371 Computer Operating Systems

COSC 1373 Hardware/Software

COSC 1380 Introduction to Networking

COSC 1382 Network Systems Management II

OFFT 2330 Advanced Internship

**Pending approval from the Texas Higher Education Coordinating Board.*

(Designated Office Technology Certificate)

Semester I

BUSI 1371 Elementary Accounting I

OFFT 1312 Office Procedures

OFFT 1313 Business Math/Calculator

OFFT 1314 Business English

OFFT 1325 Introduction to Word Processing

OFFT 2318 Speedwriting

or
OFFT 2311 Specialized Software

Semester II

BUSI 1372 Elementary Accounting II

COSC 1376 Spreadsheets for Business

OFFT 1321 Machine Transcription

OFFT 1322 Business Communications

OFFT 2316 Intermediate Word Processing

OFFT 2312 Advanced Office Procedures

Total Semester Hours—36

Optician Technician Curriculum

First Year

Semester I

OPTT 1401 Ophthalmic Materials and Lab I

OPTT 1601 Ophthalmic Dispensing I

OPTT 1301 Anatomy and Physiology of the Eye

OPTT 1302 Optics I

OPTT 1201 Office Procedures, Ethics and Insurance

Semester II

OPTT 1320 Contact Lenses

OPTT 1321 Seminar

OPTT 1421 Ophthalmic Dispensing II

OPTT 1322 Optics II

OPTT 1323 Ophthalmic Materials and Lab II

Summer Session (6 weeks)

OPTT 1531 Applied Laboratory

Total Semester Hours—39

TUC Trivia

*The oldest continuing sorority on campus is Tau Kappa.
Originally organized in 1927 as To-Kalon, the sorority became
a Greek organization in 1968.*

Physical Therapist Assistant Curriculum

The Physical Therapist Assistant program is offered in cooperation with Kilgore College.

The following courses can be taken at Tyler Junior College and transferred to Kilgore College. Successful completion of these courses does not guarantee a student's acceptance into the Kilgore program. However, students transferring from Tyler Junior College will be given the same consideration as a student from within the Kilgore College District.

ENGL 1301 Composition and Rhetoric

BIOL 2401 Anatomy and Physiology I

BIOL 2402 Anatomy and Physiology II

PSYC 2314 Human Growth and Development

SPCH 1311 Introduction to Speech Comm.

TMTH 1301 or Higher Level Mathematics

General Education Elective

The following courses must be taken at Kilgore College:

First Year

Semester I

PHTA 1410 Introduction to Physical Therapy

Semester II

PHTA 1412 Therapeutic Modalities

PHTA 1314 Pathophysiological Conditions

PHTA 1416 Fundamentals of Physical Therapy

Summer Session I

PHTA 1417 Practicum I

Second Year

Semester III

PHTA 2418 Therapeutic Exercises

PHTA 2520 Applied Anatomy

PHTA 2426 Neurological Rehabilitation

Semester IV

PHTA 2824 Practicum II

PHTA 2422 Concepts in Rehabilitation

Total Semester Hours—67

Plastics Technology Curriculum

First Year

Semester I

ENGL 1301 Composition and Rhetoric

TMTH 1301 Applied Mathematics

PLAS 1301 Introduction to Plastics

Materials and Processing Methods

PLAS 1302 Introduction to Tools and Molds

INCM 1302 Industrial Safety and Hygiene

Semester II

TMTH 1302 Applied Trigonometry

PHED 1101 Physical Fitness and Health Concepts

INCM 1401 Industrial Blueprint Reading

PLAS 1305 Quality Control

PLAS 1306 Plastics Materials and Properties

PLAS 1307 Plastics Equipment and Processes

NOTE: Students successfully completing the first year curriculum are eligible to receive a certificate of proficiency.

Second Year

Semester III

ENGL 2311 Technical Report Writing

PHYS 1305 Physics Problems

PHYS 1105 Physics Problems Laboratory

Computer Laboratory Course

PLAS 2301 Plastics Processing I

PLAS 2302 Tool and Mold Design II

Semester IV

Psychology Elective

SPCH 1321 Business and Professional Speaking
Elective

PLAS 2305 Plastics Processing II

PLAS 2306 Professional Development Seminar

or

Approved Elective

Total Semester Hours—61

*(Certificate of Proficiency)**

First Year

Semester I

PLAS 1301 Introduction to Plastics
Materials & Processing Methods
PLAS 1302 Introduction to Tools and Molds
INCM 1302 Industrial Safety and Hygiene

Semester II

PLAS 1305 Quality Control
PLAS 1306 Plastics Materials and Properties
PLAS 1307 Plastics Equipment and Processes

Second Year

Semester III

PLAS 2301 Plastics Processing I
PLAS 2302 Tool and Mold Design II

Semester IV

PLAS 2305 Plastics Processing II
PLAS 2306 Professional Development Seminar

Total Semester Hours—30

Radiologic Technology Curriculum*

First Year

Semester I (16 weeks)

PHYS 1305 Physics Problems
RADT 1201 Methods of Patient Care
RADT 1401 Radiologic Technology I
RADT 1202 Clinical Education I
BIOL 2401 Anatomy and Physiology

Semester II (16 weeks)

PHED 1101 Physical Fitness and Health Concepts
PHYS 1307 Physics Problems II
RADT 1421 Radiologic Technology II
RADT 1222 Clinical Education II
Humanities Elective**
BIOL 2402 Anatomy and Physiology

Summer Session (13 weeks)

RADT 1301 Clinical Education III
RADT 1325 Special Topics
RADT 1224 Pathology

Second Year

Semester III (16 weeks)

RADT 2303 Clinical Education IV
COSC 1307 Computer Literacy***
ENGL 1301 Composition and Rhetoric
RADT 2302 Radiologic Technology III
RADT 2301 Radiobiology and Protection

Semester IV (16 weeks)

Social/Behavioral Science Elective
RADT 2322 Clinical Education V
RADT 2321 Radiologic Technology IV
RADT 2323 Radiologic Technology V

Summer Session (13 weeks)

RADT 2202 Clinical Education VI
Free Elective
RADT 2201 Seminar

Total Semester Hours—72

*Pending approval from the Texas Higher Education Coordinating Board.

**Speech is recommended.

***Any "hands-on" computer class.

Recreation: Tennis Teaching Curriculum

First Year

Semester I

ENGL 1301 Composition and Rhetoric
SPCH 1311 Speech
RECL 1301 Tennis Seminar I
RECL 1201 Tennis Teaching Lab I**
RECL 1300 Scientific Approach to
Tennis Teaching

Summer Session

RECL 1400 Summer Tennis Experience (Lab)
or
RECL 1205 Summer Tennis Experience

Semester II

ENGL 1302 Composition and Rhetoric
COSC 1307 Computer Literacy
RECL 1302 Individual Tennis Instruction
RECL 1202 Tennis Teaching Lab II**
RECL 1303 Tennis Seminar II
RECL 1304 Fitness and Psycho-Motor
Learning in Tennis
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

BUSI 1301 Introduction to Business
BUSI 1371 Elementary Accounting I*
RECL 2305 Tennis Camp and Club Management
RECL 2203 Tennis Teaching Lab III**
RECL 2306 Tennis Seminar III
Social/Behavioral Science Elective

Semester IV

BUSI 2302 Legal Environment in Business
BUSI 1372 Elementary Accounting II*
RECL 2307 Contemporary Concepts in
Tennis Instruction
RECL 2204 Tennis Teaching Lab IV**
RECL 2308 Tennis Seminar IV
TMTH 1301 Applied Mathematics

Total Semester Hours—69

*ACCT 2401 may be substituted for BUSI 1371 and 1372. See program advisor.

**Must be taken concurrently with a Tennis Seminar.

*A math of higher level may be substituted in place of TMTH 1301.

(Certificate of Proficiency)

First Year

Semester I

RECL 1301 Tennis Seminar I
RECL 1201 Tennis Teaching Lab I
RECL 1300 Scientific Approach to Tennis Teaching

Semester II

RECL 1302 Individual Tennis Instruction
RECL 1202 Tennis Teaching Lab II
RECL 1303 Tennis Seminar II
RECL 1304 Fitness and Psycho-Motor
Learning in Tennis

Summer Session

RECL 1400 Summer Tennis Experience (Lab)
or
RECL 1205 Summer Tennis Experience

Second Year

Semester III

RECL 2305 Tennis Camp & Club Management
RECL 2203 Tennis Teaching Lab III
RECL 2306 Tennis Seminar III

Semester IV

RECL 2307 Contemporary Concepts in Tennis
RECL 2204 Tennis Teaching Lab IV
RECL 2308 Tennis Seminar IV

Total Semester Hours—39

Respiratory Therapy Technology Curriculum

(Cardiopulmonary Technology)

(Certification Option)

Semester I

RESC 1210 Cardiopulmonary Anatomy & Physiology I
RESC 1310 Basic Skills
RESC 1311 Clinical Laboratory Orientation
RESC 1411 Technology I
COSC 1307 Computer Literacy

Semester II

RESC 1222 Neonatal and Pediatric Care
RESC 1220 Pharmacology I
RESC 1221 Clinical Laboratory I
RESC 1321 Pathology
RESC 1420 Technology II
BIOL 2401 Anatomy and Physiology

Special Summer Session I (10 Weeks)

RESC 1230 Clinical Laboratory II
RESC 1231 Seminar and New Technology

Total Semester Hours—36

CRTT-RRT Transition Curriculum

Prerequisites to Second Year:

Must be a graduate of a traditional College-Based AMA and JRCRTE Accredited Certification Program.

BIOL 2401 Anatomy and Physiology
COSC 1307 Computer Literacy

Second Year

Semester III

RESC 2210 Clinical Laboratory III
RESC 2211 Advanced Cardiopulmonary Topics
RESC 2212 Technology III
BIOL 2420 Microbiology
Social/Behavioral Science Elective approved
by Program Director

Semester IV

RESC 2221 Respiratory Care Critical Thinking
RESC 2120 Clinical Laboratory IV
RESC 2322 Applied Cardiopulmonary Pathology
BIOL 2402 Anatomy and Physiology
CHEM 1305 Elementary Chemistry
PHED 1101 Physical Fitness and Health Concepts

Summer Session I

ENGL 1301 Composition and Rhetoric
SPCH 1321 Business and Professional Speaking

Summer Session II

Free Elective (3 hours)

Total Semester Hours—36

Surgical Technology Curriculum

The Surgical Technology program is offered in cooperation with Kilgore College.

The following courses can be taken at Tyler Junior College and transferred to Kilgore College. Successful completion of these courses does not guarantee a student's acceptance into the Kilgore program. However, students transferring from Tyler Junior College will be given the same consideration as a student from within the Kilgore College District.

ENGL 1301 Composition and Rhetoric

BIOL 2401 Anatomy and Physiology I

BIOL 2402 Anatomy and Physiology II

BIOL 2420 Microbiology

PSYC 2314 Human Growth and Development

MEDR 1301 Medical Terminology

The following courses must be taken at Kilgore College:

Semester I

SURT 1610 Introduction and Surgical Techniques

SURT 1310 Surgical Techniques—
Clinical Practice I

Semester II

SURT 1612 Surgical Procedures and
Pharmacology

SURT 1614 Surgical Procedures—
Clinical Practice II

Summer Session I

SURT 1416 Clinical Practice III

Total Semester Hours—46

Surveying and Mapping Technology Curriculum

First Year

Semester I

SURV 1311 Introduction to Surveying

SURV 1321 Surveying Measurements Practice

SURV 1331 Surveying Calculations I

CADD 1331 Introduction to Auto Cad

ENGL 1301 Composition and Rhetoric

TMTH 1301 Applied Mathematics

Semester II

SURV 1312 Land Surveying

SURV 1322 Land Surveying Practice

SURV 1332 Surveying Calculations II

ENGL 2311 Technical Report Writing

TMTH 1302 Applied Trigonometry or
Higher Level Trigonometry

SPCH 1321 Business and Professional Speaking

Second Year

Semester III

SURV 2313 Topographic Surveying and Mapping

SURV 2323 Field Mapping Practice

SURV 2333 Legal Principles I

COSC 1307 Computer Literacy

PHED 1101 Physical Fitness and Health Concepts

Social/Behavioral Science Elective

Semester IV

SURV 2314 Route Surveying

SURV 2324 Route Surveying Practice

SURV 2334 Legal Principles II

CADD 2324 Map Drafting

CADD 2334 Advanced Computer-Aided Drafting
Surveying or Computer-Aided Drafting
and Design Elective

Total Semester Hours—69

Approved Electives: MGMT 1301, 1302; Government, History, Economics, Geology, Psychology, Sociology
Physics and Mathematics.

Recommended Surveying and Computer-Aided Drafting and Design Electives: SURV 2354; CADD 1311, 1392.

(Designated Surveying Certificate)

Semester I

SURV 1311 Introduction to Surveying
SURV 1321 Surveying Measurements Practice
SURV 1331 Surveying Calculations I
SURV 2313 Topographic Surveying and Mapping
SURV 2323 Field Mapping Practice
SURV 2333 Legal Principles I

Semester II

SURV 1312 Land Surveying
SURV 1322 Land Surveying Practice
SURV 1332 Surveying Calculations II
SURV 2314 Route Surveying
SURV 2324 Route Surveying Practice
SURV 2334 Legal Principles II

Total Semester Hours—35

**Pending approval from the Texas Higher Education Coordinating Board.*

Welding Technology Curriculum*

First Year

Semester I

INCM 1401 Industrial Blueprint Reading
WELD 1302 Introduction to Arc Welding
WELD 1303 Oxy-acetylene Welding and Cutting
ENGL 1301 Composition and Rhetoric
INCM 1302 Industrial Safety and Hygiene

Semester II

WELD 1321 Advanced Arc Welding
WELD 1322 Introduction to GMAW (MIG) and FCAW (FLUX CORE)
TMTH 1301 Applied Mathematics
COSC 1307 Computer Literacy
ENGL 2311 Technical Report Writing
PHED 1101 Physical Fitness and Health Concepts

Summer Semester

WELD 2370 Internship or Approved Elective

Second Year

Semester III

WELD 2301 Introduction to Pipe Welding
WELD 2302 Introduction to GTAW (TIG)
MGMT 1302 Human Relations in Management
ENGR 1304 Engineering Design Graphics
Social/Behavioral Science Elective

Semester IV

WELD 2321 Advanced Pipe Welding
WELD 2322 Advanced GMAW (MIG) and FCAW (FLUX CORE)
WELD 2323 Advanced GTAW (TIG)
SPCH 1321 Business and Professional Speaking
Approved Elective

Total Semester Hours—65

(Designated Welding Certificate)

First Year

Semester I

INCM 1401 Industrial Blueprint Reading
WELD 1302 Introduction to Arc Welding
WELD 1303 Oxy-acetylene Welding and Cutting

Semester II

WELD 1321 Advanced Arc Welding
WELD 1322 Introduction to GMAW (MIG) and FCAW (FLUX CORE)
TMTH 1301 Applied Mathematics

Second Year

Semester III

WELD 2301 Introduction to Pipe Welding
WELD 2302 Introduction to GTAW (TIG)
INCM 1301 Industrial Safety and Hygiene

Semester IV

WELD 2321 Advanced Pipe Welding
WELD 2322 Advanced GMAW (MIG) and FCAW (FLUX CORE)
WELD 2323 Advanced GTAW (TIG)

Total Semester Hours—37

**Pending approval from the Texas Higher Education Coordinating Board.*

Welding Technology Curriculum*

(SMAW Structural Certificate Option)

INCM 1401 Industrial Blueprint Reading
WELD 1302 Introduction to Arc Welding
WELD 1303 Oxy-Acetylene Welding and Cutting

WELD 1321 Advance Arc Welding
WELD 2301 Introduction to Pipe Welding
WELD 2321 Advanced Pipe Welding

Total Semester Hours—19

(GMAW Certificate Option)

INCM 1401 Industrial Blueprint Reading
WELD 1302 Introduction to Arc Welding
WELD 1303 Oxy-Acetylene Welding and Cutting

WELD 1321 Advanced Arc Welding
WELD 1322 Introduction to GMAW and FCAW
WELD 2322 Advanced GMAW and FCAW

Total Semester Hours—19

Continuing Education

Tyler Junior College is dedicated to presenting dynamic and flexible educational programs to the community throughout its service area. The College is committed to "lifelong learning" that goes beyond initial career preparation, traditional concepts of full-time study and program degree completion and encourages education renewal. Further, the College seeks to provide lifelong learning for people of all ages to develop personal and professional potential, upgrade job-related skills and prepare for informed participation in the civic, cultural and political life of the community.

The College continuing education program is administered through the Tyler Junior College **Regional Training and Development Complex (RTDC)** located at 1530 S SW Loop 323 in Tyler. The complex is devoted to offering critically needed training leading to immediate employment according to the needs of business, industry and governmental agencies. Instruction at the RTDC lends itself to quick startup training for workers to improve deficient basic academic skills and condensed block-time classes, rather than the traditional semester schedule. Additionally, the 84,000-square-foot facility offers services such as on-site registration and fee collection, a book-store, a learning resources center, snack

bar/concession area, 300-seat conference room, convenient parking and campus safety. The RTDC is also the home of the Small Business Development Center, the Tyler Area Business Incubator and the TJC Adult Learning Center.

Basically, continuing education is a non-credit program that offers:

1. Adult vocational education for individuals wanting to upgrade their present skills enabling them to explore new occupational fields.
2. Lifelong learning opportunities for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies by providing opportunities to explore new activities for personal growth and enjoyment.
3. Resources for business, industry, labor, government and professional groups needing to supplement their own training and development programs. Training programs are tailor-made and, if desired, offered "in house" to meet specific job upgrading and mobility needs of individual organizations.

Classes are offered during the day or the evening and are provided when a sufficient number of students is enrolled. Non-credit courses are open to interested persons without regard to eligibility for

admission to college-credit programs.

Tyler Junior College will award the Continuing Education Unit (CEU) to persons who participate in approved, non-credit continuing education activities administered by Tyler Junior College. One CEU is equal to 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. In no instance should the award of CEU be equated with college credit applicable toward a degree.

For more information concerning continuing education programs, contact the Regional Training and Development Complex, 903-510-2900 or the Adult Learning Center, 903-510-2938.

Refund Policy

Refunds may be requested at the registrar's office on campus or at the RTDC. The College refund policy is:

- 100% prior to the first class day or if class is cancelled by the College
- 80% during the first class day and
- NONE thereafter.

Refunds will be mailed to the student's permanent address within 2-4 weeks.

Refunds will be applied to outstanding debts owed to Tyler Junior College.

Small Business Development Center

The Small Business Development Center (SBDC) represents a partnership between the Small Business Administration and Tyler Junior College.

The SBDC serves as a focal point for linking resources of the federal, state and local governments with the resources of the educational system and the private sector. The SBDC focuses on providing in-depth quality assistance to small businesses in all areas to promote growth, expansion, innovation, increased productivity and management improvement. The overall objective of the SBDC is to further economic development through the provision of management and

technical assistance to existing and prospective small businesses.

The SBDC offers free counseling, referral services and a variety of small business training programs and seminars designed for entrepreneurial, management and technical skill development. The SBDC also acts as a clearing-house for resource information and materials to provide practical solutions to business needs and problems.

Tyler Area Business Incubator

The Tyler Area Business Incubator was created to enhance the success of new and expanding businesses through business counseling, employee training and various other support services. The incubator encourages the development of technology-based products or services which broaden the economic base of the area served by the College.

Adult Learning Center

The Tyler Junior College Adult Learning Center is dedicated to serving the adults of our area with free basic and developmental education. All adults age 17 and older are eligible to attend classes. Besides the basics of reading, writing and arithmetic, preparation for the GED (General Educational Development) examination is offered. English as a Second Language (ESL) is also taught. Classes and/or individualized instruction may be obtained Monday through Thursday, from 9 a.m. until 4 p.m. and Friday 9 a.m. until noon. There are also evening classes available and outreach centers throughout the community. Please call 903-510-2938 for more information.

RTDC

**Tyler Junior College
Regional Training And
Development Complex**



"Our mission at TJC is to meet the needs of our students no matter where their development begins."

Katie L. Preast

Instructor, Mathematics/Success Oriented Studies

A.S., Tyler Junior College

B.S., M.S., The University of Texas at Tyler

What You Can Expect

Course Descriptions

Agriculture

A student majoring in agriculture should see a Tyler Junior College faculty advisor for help in completing a degree plan.

AGRI 1311 (AGR 113B) **Dairying (2-2) (CB0202065121)**

The dairy industry, dairy products, basic principles and practices of modern dairy farm management, breeding, feeding and milk harvesting with lab stressing breeds, judging, sire selection and equipment.

AGRI 1315 (AGR 123B) **Horticulture (2-3) (CB0106015121)**

Structure and growth of horticultural plants, selection, propagation, fertilization, care, harvesting of fruits, nuts and vegetables together with the care and use of ornamentals in home landscape.

AGRI 1407 (AGR 124) Fundamentals of Crop Production (3-2) (CB0204025121)

Structure and function of crop plants, classification, distribution, cultural practices, fertilization, harvesting, marketing and survey of major world crops while stressing importance of crop production in world affairs.

AGRI 1413 (AGR 114A) General Entomology (3-2) (CB0204085121)

Principal orders of insects, their anatomy and physiology, life cycle and economic importance as well as insecticides and alternative control methods for agricultural pests.

AGRI 1419 (AGR 114) General Animal Husbandry (3-3) (CB0202015121)

Livestock and livestock industry, reproduction, nutrition, management and marketing of beef cattle, horses, swine and sheep; with labs that include breeds, market classes and judging.

AGRI 2303 (AGR 223A) **Farm Shop (1-4) (CB0102015121)**

Basic skills in arc and oxyacetylene welding, soldering, hot and cold metal work, sheetmetal work, cutting metal and brazing along with concrete construction, farm plumbing and fitting of farm tools.

AGRI 2317 (AGR 113E) Introduction to Agricultural Economics (3-0) (CB0101035121)

Characteristics of economic systems and basic economic concepts including organization and management of agriculture businesses, finance, marketing and government farm programs.

AGRI 2321 (AGR 213) Livestock Evaluation (3-3) (CB0202015221)

Origin, history and breed characteristics of livestock, breed organizations, performance testing and selection, live animal evaluation and the development of livestock judging techniques.

AGRI 2330 (AGR 123D) Wildlife Management (3-0) (CB0306015121)

Wildlife resources of the United States with special reference to Texas while emphasizing the interrelationship of plants and animals in our environment with plans and methods of rehabilitation and increase of the desirable species.

Air Conditioning and Refrigeration 7221

Students successfully completing this program receive the associate in applied science degree.

The curriculum is designed to prepare the student to assist in planning, installing, operating and maintaining air conditioning equipment. The required technical information is presented and related skills are developed which will enable the graduate to function efficiently when working with engineers, system designers, skilled craftsmen, salespersons and others in the field.

AIRC 1300 (AC 113) Introduction to Air Conditioning and Refrigeration (3-3)

An introductory course designed to acquaint the student with practical heating and cooling problems, terminology and the study of psychrometric principles.

AIRC 1301 (AC 113A)**Fundamentals of Refrigeration (3-3)**

An introduction to terminology, laws of refrigeration, processes and procedures associated with refrigeration applications.

AIRC 1311 (AC 113D)**Fundamentals of Electricity (2-2)**

Air conditioning circuits, electron theory, AC theory, single phase and three phase power distribution, capacitance, electric motors and motor controls.

AIRC 1312 (AC 113S) Solar Systems Design and Installation (2-4)

Demonstration and hands-on in the design, installation and maintenance of residential solar heating systems.

AIRC 1313 (AC 113W) Air Conditioning Welding Procedures (3-3)

Designed to provide entry-level skills including basic shielded metal arc welding and welding of dissimilar metals.

AIRC 1321 (AC 123A)**Commercial Refrigeration I (3-3)**

Covers light commercial refrigeration equipment components, controls, installation, service and troubleshooting.

Prerequisites: AIRC 1301, 1311, or consent of the instructor.

AIRC 1323 (AC 123D)**Automatic Controls I (2-2)**

Automatic controls, control systems, component parts and related equipment.

Prerequisite: AIRC 1311 or consent of the instructor.

AIRC 2301 (AC 213A) Heating (3-3)

Operation, installation, and service of residential and light commercial gas, electric, hydronic and heat pump systems.

Prerequisites: AIRC 1300, 1301, 1311, or consent of the instructor.

AIRC 2302 (AC 213C)**Automatic Controls II (2-2)**

An advanced study of automatic controls, modular controls, activator controls, sequencer and step controls and advanced wiring diagrams and schematics.

Prerequisites: AIRC 1323 or consent of the instructor.

AIRC 2303 (AC 213D)**Air Conditioning Systems Design (3-3)**

A study of psychrometric principles and application of heat load theory for equipment sizing.

AIRC 2304 (AC 213I) Internship (1-20)

A course designed to enable the student to get real-world work experience with air conditioning and refrigeration contractors while seeking a college degree.

Prerequisites: AIRC 1300, 1301, 1311.

AIRC 2307**Sheetmetal I (2-2)**

An introduction to sheetmetal layout, tools, specialized equipment, fabrication, round and rectangular duct and ductboard.

AIRC 2321 (AC 223B)**Installation and Maintenance of Air Conditioning Systems (3-3)**

Hands-on experience in the installation, maintenance and service of residential and light commercial air conditioning and heating systems.

Prerequisites: AIRC 1301, 1323, or consent of the instructor.

AIRC 2322 (AC 223H) Heat Pumps (3-3)

The student will learn the components, sequence and modes of operation and will get hands-on experience installing, servicing, charging and troubleshooting heat pumps.

Prerequisites: AIRC 2301, 2302.

AIRC 2323 (AC 223M) Automotive Air Conditioning (3-3)

Students will learn the components and the sequence of operation, and will get laboratory experience servicing, repairing, and troubleshooting automotive air conditioning systems.

Prerequisites: AIRC 1300, 1301, 1311.

AIRC 2324 (AC 223P)**Major Home Appliances I (3-3)**

A course covering the components, sequence of operation and repair of clothes washers and dryers, dishwashers, gas and electric ranges and microwave ovens.

Prerequisites: AIRC 1311 or consent of instructor.

AIRC 2325 (AC 223T)**System Troubleshooting (3-3)**

An advanced course in which the student will apply troubleshooting principles and use test instruments to diagnose air conditioning and refrigeration component and system problems and to conduct performance tests.

Prerequisites: AIRC 1323, 2302.

AIRC 2326 Major Appliances II (3-3)

A study of the components, operation, service and troubleshooting of domestic freezers, refrigerators, icemakers and window units.

Prerequisites: AIRC 1300, 1301, 1311 or consent of instructor.

AIRC 2327 Sheetmetal II (2-2)

A continuation of AIRC 2307, including layout and fabrication of plenums, boots, Tees, Ells and reducers.

Prerequisite: AIRC 2307 or consent of instructor.

AIRC 2328**Commercial Refrigeration II (3-3)**

This course continues AIRC 1321 and covers components, accessories and service of commercial ice machines and other specialized refrigeration units.

Prerequisite: AIRC 1321 or consent of instructor.

Art

A student majoring in art should see a Tyler Junior College faculty advisor for help in completing a course plan. Students planning to transfer art credit toward a bachelor's degree are required to prepare and retain a portfolio of their work to facilitate their transfer.

ARTS 1301 (ART 113A)**Art Appreciation (3-0) (CB5007035130)**

A humanities course featuring principles of design from the layman's point of view; a general introduction to selected works of visual art in drawing, painting and sculpture for a deeper appreciation of the creative process.

ARTS 1303 (ART 213)**Art History I (3-0) (CB5007035230)**

Painting, sculpture, architecture and crafts from prehistoric time to the end of the Middle Ages through the use of critical and analytical slide-illustrated lectures and text study.

ARTS 1304 (ART 223)**Art History II (3-0) (CB5007035230)**

Painting, sculpture, architecture and crafts from early Renaissance time to the present through critical and analytical slide-illustrated lectures and text study.

ARTS 1311 (ART 113D)**Design I (3-3) (CB5004015330)**

The art elements and principles with emphasis upon two-dimensional designs using a wide range of media and techniques.

ARTS 1312 (ART 123D)**Design II (3-3) (CB5004015330)**

Three Dimensional Design concepts.

ARTS 1316 (ART 113E)**Drawing I (3-3) (CB5007055230)**

Still life, landscape and architectural subjects with emphasis upon drawing skills including line, value, proportion and perspective using a wide variety of drawing media and techniques.

ARTS 1317 (ART 123E)**Drawing II (3-3) (CB5007055230)**

The head and human figure using various media and techniques including basic skeletal and muscular structure of the human figure as related to drawing.

ARTS 1413 (ART 114B)**Art for Pre-School and Elementary School (3-3) (CB5007015131)**

Preschool and elementary art explored through a wide variety of actual techniques and media with both two- and three-dimensional design projects including art appreciation, critique and curriculum formation.

ARTS 2143 Contemporary**Issues in Art (1-1) (CB5007035330)**

Study of art history and culture through the exploration of contemporary art works with an emphasis on aesthetic judgement and growth. Includes required field trips at student expense. May be repeated for credit when topics vary.

ARTS 2316 (ART 2130)**Painting I (3-3) (CB5007085230)**

An introduction to the problems of painting and composition in oil and/or acrylic media including color and value mixing charts, simple objects, still lifes and landscapes done in an objective and representational manner.

ARTS 2317 (ART 2230)**Painting II (3-3) (CB5007085230)**

A continuation of ARTS 2316 with emphasis on more creative and experimental areas of painting styles with a wide range of subjects and techniques including abstraction and non-objective art.

ARTS 2333

Printmaking I (3-3) (CB5007105130)

Exploration of ideas using various printmaking processes.

Prerequisites: ARTS 1311, 1316 or permission of the instructor.

ARTS 2336 (ART 213L)

Fiber Arts I (3-3) (CB5007125130)

Introductory weaving, exploratory studies in the use of textiles as a form of art, the use of simple hand looms and introduction to operation of the floor loom.

ARTS 2337 (ART 223L)

Fiber Art II (3-3) (CB5007125130)

A continuation of ARTS 2336.

ARTS 2346 (ART 213C)

Ceramics I (3-3) (CB5007115130)

Basic ceramic process, materials and techniques, plus hand building, glazing and firing procedure with an introduction to the use of the potter's wheel.

ARTS 2347 (ART 223C)

Ceramics II (3-3) (CB5007115130)

Problems in ceramics with personal and professional development in forming and decorating techniques as well as mastery of potter's wheel and glaze calculation.

ARTS 2366 (ART 223W) **Water Color Painting** (3-3) (CB5007085330)

An introduction to the water color medium as a means of artistic expression in the interpretation of still lifes and landscapes done in a representational manner.

Astronomy

A student majoring in astronomy should see a Tyler Junior College faculty advisor for help in completing a degree plan.

PHYS 1411 (AST 114) **Introduction to Astronomy I** (3-3) (CB4002015139)

An introduction to historical and observational astronomy focusing specifically on the members of our solar system and on basic observation skills and knowledge.

PHYS 1412 (AST 124) **Introduction to Astronomy II** (3-3) (CB4002015139)

An introduction to modern astronomy and basic observational techniques focusing on principles of stellar processes, types and evolution, galactic structures and cosmology and methods and techniques of modern astronomical observation.

Bible

Bible courses for college credit at Tyler Junior College are taught in the Baptist Bible chair, Wesley Foundation Methodist Bible chair, the Church of Christ Bible chair and the Association of Baptist Students Bible chair.

The granting of college credit for such courses is on the following basis:

1. All such courses must be based upon comprehensive syllabi approved by Tyler Junior College.

2. Such courses may not be taught from a sectarian viewpoint but must be historical or literary in nature.

3. The teacher of such courses must meet the same standards of academic preparation as required of teachers in other academic disciplines of the College.

4. A maximum of 12 semester hours will be accepted toward a degree.

A student majoring in Bible should see a Tyler Junior College faculty advisor for help in completing a course plan.

BIBL 1101 (BIB 111) **Selected Studies in the Old Testament** (1-0)

A study involving either an Old Testament book or theme.

BIBL 1102 (BIB 111A) **Selected Studies in the New Testament** (1-0)

A study involving either a New Testament book or theme.

BIBL 1103 (BIB 111C)

An Introduction to Christianity (1-0)

A study of theological terms, great Bible themes and a comparison of Christianity with other religions.

BIBL 1301 (BIB 113)

Survey of the Old Testament (3-0)

The history, literature and teachings of the Old Testament.

BIBL 1315 (BIB 113G), **BIBL 1325** (123G), **BIBL 2315** (213G), **BIBL 2325** (223G) **Bible Topics** (3-0)

Different topics each semester. May repeat for credit as topic changes.

BIBL 1321 (BIB 123)

Survey of the New Testament (3-0)

The history, literature and teachings of the New Testament.

BIBL 2311 (BIB 213)

Life and Teachings of Jesus (3-0)

The life and teachings of Jesus Christ from the perspective of writers of the Gospels.

BIBL 2321 (BIB 223)**Life and Letters of Paul (3-0)**

The ministry and thoughts of Paul found in the Acts of the Apostles and in his letters.

BIBL 2322 (BIB 223A)**World Religions (3-0)**

An interpretation of the fundamental insights, concepts and customs of the major religions of the world.

Biology

A student majoring in biology should see a Tyler Junior College faculty advisor for help in completing a degree plan.

BIOL 1406 (BIO 114M)**Biology I (3-3) (CB2601015124)**

Concepts of biology relating to the cell, energy transformations, evolution, ecology tissues and organ systems common to plants and invertebrate animals.

BIOL 1407 (BIO 124M)**Biology II (3-3) (CB2601015124)**

Vertebrate systems emphasizing man as well as principles of heredity and evolution.

BIOL 1408 (BIO 114C) Introductory**Biology I (3-3) (CB2601015124)**

Concepts of biology relating to the cell, classification, evolution and ecology as well as plants and invertebrates.

BIOL 1409 (BIO 124C) Introductory**Biology II (3-3) (CB2601015124)**

Emphasizes the development, structure and function of organ systems in man.

BIOL 1411 (BIO 124B)**General Botany (3-3) (CB2603015124)**

Introduction to the plant kingdom with emphasis on the importance of plants to man including principles of heredity and evolution.

BIOL 1413 General Zoology (3-3)

(CB2601015124)

Structure, physiology and development of animals; emphasis on vertebrate animals.

BIOL 2401 (BIO 114D) Anatomy and Physiology I (3-3) (CB2607065124)

Functional anatomy with emphasis on basic principles and physiological activities of different systems of the body. A strong background in basic chemistry and introductory biochemistry, basic cellular biology and microscopic techniques is presumed. Credit in BIOL 1406 or 1413 is strongly recommended.

BIOL 2402 (BIO 124D) Anatomy and Physiology II (3-3) (CB2607065124)

A continuation of BIOL 2401.

Prerequisite: BIOL 2401.

BIOL 2406 Environmental Science (3-3) (CB030105239)

Introduction to basic ecological principles, biotic interrelationships in aquatic and terrestrial communities and environmental issues that have national and global effects.

BIOL 2416 (BIO 224G) Genetics (3-3)

Principles of molecular and classical genetics, the function and transmission of hereditary material, population genetics and genetic engineering.

Prerequisite: One year of biology.

BIOL 2417 (BIO 224) Comparative Vertebrate Anatomy (3-4)

(CB2607065124)

Comparative study of morphology, physiology and phylogeny of vertebrate organ systems. Recommended for biology, premedical and pre dental majors.

Prerequisites: BIOL 1406, 1407, 1411 or 1413.

BIOL 2420 (BIO 114A)**Microbiology (3-3) (CB2605015124)**

Characteristics and activities of micro-organisms and their relation to health and disease. A strong background in basic chemistry and introductory biochemistry, basic cellular biology and microscopic techniques is presumed. Credit in BIOL 1406 or 1413 is strongly recommended.

BIOL 2471 (BIO 223F)**Native Plants (3-3) (CB2603015224)**

Study of plants native to East Texas with special concentration on the wildflowers while lab and field work emphasizes plant family characteristics. Field collections required.

TJC Trivia

The oldest continuous academic organization on campus is Las Mascaras, the dramatic club, founded in 1926.

Business Administration

A student majoring in business is encouraged to see a Tyler Junior College faculty advisor or academic counselor for assistance in completing a degree plan.

BUSI 1301 (BUS 113B) Introduction to Business (3-0) (CB5201015125)

Provides an overall picture of business operations, develops a business vocabulary and includes an analysis of the specialized fields within the business organization and of the role of business in modern society. This is also offered through instructional television.

BUSI 2301 (BUS 213L)

Business Law (3-0) (CB2201015125)

Introduction to the principles and elements of contracts, warranties, commercial paper, principal-agency relationships, personal and real property and estate law. Also offered through instructional television.

Prerequisite: Sophomore standing.

BUSI 2302 Legal Environment of Business (3-0) (CB2201015225)

Law's effects on business and individuals, to include contracts, torts, agency, administrative law, labor and employment law, environmental law, ethical standards and law and international business.

Prerequisite: Sophomore standing.

ACCT 2401 (BUS 214)

Principles of Financial Accounting (3-3) (CB5203015125)

A study of financial accounting: the accounting cycle, double-entry book-keeping, preparation and analysis of financial statements. Practice set required.

Prerequisite: "C" or better in COSC 1375.

ACCT 2402 (BUS 224)

Principles of Managerial Accounting (3-3) (CB5203015125)

Emphasis on managerial decision-making based on analysis of cash flow, price level changes, financial statements, ratios, manufacturing cost, investments, and an in-depth study of planning costs and systems.

Prerequisite: "C" or better in ACCT 2401 and COSC 1375.

Business Management 5822

This program is designed for the individual who wishes to establish a firm educational foundation in the area of general business and management. The curriculum is an applied and practical course of study that meets the requirements of students preparing for careers in business and management, as well as the needs of returning students who wish to update or acquire new management skills.

Students who successfully complete the two-year program are eligible for the associate in applied science degree in business management.

BUSI 1371 (BUS 113A)

Elementary Accounting I (3-0)

Presents the double-entry system for the accounting cycle of a business organization with an emphasis on general and special journals, ledgers, financial statements and payroll.

BUSI 1372 (BUS 123A)

Elementary Accounting II (3-3)

A continuation of BUSI 1371. Operation of an automated accounting software system in a small business environment. Includes: general ledger and financial reporting, payables/receivables, cash management and billing. Practice set required.

Prerequisite: "C" or better in BUSI 1371 and COSC 1375 or equivalent.

BUSI 2350 Business Financial Operations I (3-3)

Discusses the control of physical and financial resources, to include utilization, replacement and/or maintenance and security. Topics will address internal controls, purchasing control and management, payables and receivables management.

BUSI 2351 Business Financial Operations II (3-3)

Focuses on the budgeting and reporting requirements of a business, including state and federal reporting, taxes, insurance and financial relationships.

Prerequisite: "C" or better in BUSI 2350.

BUSI 2360 Professional Skills (3-3)

Provides the student with personal skills required for professional success, to include leadership skills, team-building skills, time management, interviewing and resume-writing skills, personal financial management and professional etiquette.

BUSI 2370 (BUS 213C)**Computer Accounting I (2-2)**

Operation of an automated accounting software system in a small business environment. Includes: general ledger and financial reporting, payables/receivables, cash management and billing.

Prerequisite: "C" or better in BUSI 1371 or ACCT 2401.

BUSI 2371 (BUS 223C)**Computer Accounting II (2-2)**

Complete the functions contained in the automated accounting system, including purchasing, inventory, budgeting, recurring transactions, graphics and management reporting.

Prerequisite: "C" or better in BUSI 2370.

BUSI 2372 (BUS 223I)**Current Issues in Business (3-0)**

Discussion of current topics applicable to the business community.

BUSI 2380 (BUS 213A) Management**Development Seminar I (1-20)**

See MGMT 2381 for course description.

BUSI 2385 (BUS 223T)**Special Topics In Business (3-0)**

Topics will reflect current theories and practices in business. May be repeated for credit when topics change.

MGMT 1301 (MGT 113B)**Principles of Management I (3-0)**

The basic principles of management including planning, organizing, staffing, leading and controlling.

MGMT 1302 (MGT 113C)**Organizational Behavior (3-0)**

The study of behavior in organizations with an applied approach to the integration of management theory and the skills of motivation, communication and leadership for the purpose of increasing job performance and organizational effectiveness.

MGMT 1303 Principles**of Management II (3-0)**

An applications approach to management, with an emphasis on applying current management theories and concepts in problem-solving and modeling.

Prerequisite: "C" or better in MGMT 1301.

MGMT 1312 (MGT 123)**Principles of Marketing (3-0)**

A general analysis of the economic and social aspects of the distribution of goods and services including a study of the marketing structure.

MGMT 2322 (MGT 113S)**Small Business Management (3-0)**

The aspects of management and operations unique to a small business and factors influencing business success and failure.

MGMT 2323 Human Resource**Management (3-0)**

Provides a complete, comprehensive review of essential personnel concepts and techniques, topics include job analysis, testing, recruiting, compensation, appraisal, equal employment, labor relations and occupational safety.

MGMT 2350 (MGT 223E) Ethics in**Business and Management (3-0)**

An issue driven course that analyzes ethical theory as applied to management decision making and business policy.

MGMT 2380 (MGT 213A) Management**Development Seminar I (1-20)****MGMT 2381 (MGT 223A) Management****Development Seminar II (1-20)**

Supervised study providing practical experience and application of principles in various phases of business and economic activities. The work study environment is arranged by the student and approved by the instructor. An individual training plan will be developed for each student.

Prerequisite: Sophomore standing.

MGMT 2385 (MGT 223T)**Special Topics in Management (3-0)**

Topics will reflect current theories and practices in industrial settings. May be repeated for credit when topics change.

TUC Trivia

The colonial architectural style of Jenkins Hall and other older buildings on campus is patterned after the University of Virginia because of a suggestion from Hampson Gary, a benefactor of the College.

Chemistry

Students who have not studied chemistry in high school are advised to complete CHEM 1370, Basic Chemistry prior to enrolling in CHEM 1305, Elementary Chemistry, or CHEM 1406, Fundamentals of Chemistry.

A student majoring in chemistry should see a Tyler Junior College faculty advisor for assistance in completing a degree plan.

CHEM 1305 (CHM 113D) Elementary Chemistry (3-2) (CB4005015139)

Elementary inorganic, organic and biochemistry suited for persons interested in health science programs.

Note: Neither Chemistry 1405-1407, 1406-1408 nor 1305 is substituted for Chemistry 1411-1412 in meeting prerequisites in scientific curricula.

CHEM 1370 (CHM 113B) Basic Chemistry (3-0) (CB4005015139)

Fundamental principles of chemistry and related mathematics for students with little or no chemistry or science background. Will not be counted in lieu of other chemistry courses listed.

CHEM 1405 (CHM 114I) Introductory Chemistry I (3-3) (CB4005015139)

Introduction and non-technical survey of chemistry with emphasis on role of chemistry in problems of contemporary society. Suited for non-science majors. This is also offered through instructional television.

CHEM 1406 (CHM 114H) Fundamentals of Chemistry (3-3) (CB4005015139)

Elementary inorganic and organic chemistry, especially suited for persons interested in the health professions.

CHEM 1407 (CHM 124I) Introductory Chemistry II (3-3) (CB4005015139)

Continuation of Chemistry 1405. Emphasis on organic and biochemistry.
Prerequisite: CHEM 1405 or 1411.

CHEM 1408 (CHM 124H) Fundamentals of Organic and Biochemistry (3-3) (CB4005015139)

Continuation of CHEM 1406 with emphasis on organic and biochemistry.
Prerequisite: CHEM 1406.

CHEM 1411 (CHM 114) General Chemistry I (3-4) (CB4005015239)

Serves as prerequisite requirement for engineering, medicine, dentistry and other professional courses requiring advance work in chemistry. Lab work includes an introduction to quantitative analysis.

Prerequisite: CHEM 1370 or high school algebra II, or high school chemistry with high school algebra I.

CHEM 1412 (CHM 124) General Chemistry II (3-4) (CB4005015239)

Continuation of Chemistry 1411. Equilibrium, acid-base concepts, oxidation-reduction systems, reaction rates, electrochemistry and selected topics in nuclear chemistry. Lab work includes an introduction to volumetric and qualitative analysis.
Prerequisite: CHEM 1411.

CHEM 2423 (CHM 214) Organic Chemistry I (3-4) (CB4005045239)

Chemistry of compounds of carbon emphasizing energy, mechanism of reaction, synthesis, structure of organic molecules, stereochemistry and molecular conformations with lab work including an introduction to gas chromatography.
Prerequisite: CHEM 1412.

CHEM 2425 (CHM 224) Organic Chemistry II (3-4) (CB4005045239)

Continuation of CHEM 2423 with lab work covering the use of infrared spectroscopy.
Prerequisite: CHEM 2423.

Child Development 5222

The child development curriculum combines lecture, laboratory and on-the-job training for a career in the area of child development. Students successfully completing the one-year program will gain entry level skills and are awarded the certificate of proficiency. Students successfully completing the two-year program will receive an educational foundation adequate to allow them to provide child development activities and/or advance toward becoming the director of a child development facility. Two year graduates will be awarded the associate in applied science degree in child development.

CHID 1310 (CD 113S) & CHID 1320 (CD 123S) Cooperative Training (3-37) (5 weeks)

Seminar and on-the-job training. A training plan will be developed each semester for each student.

Prerequisite: First two semesters completed.

CHID 1311 (CD 113) Introduction to Child Development (3-3)

Students will gain an understanding of the history, philosophy and ethics of child development. This will include types of child development facilities as well as the laws and standards which govern them. Emphasis will be placed on the responsibilities of personnel in this field.

CHID 1312 (CD 113A) Survey of Child Care Management (3-0)

An introduction to the mechanics of managing a child care facility which will include center scheduling, curriculum, lesson plans, teaching techniques, behavioral management and assessment of students and staff.

CHID 1313 (CD 113B) Curriculum and Materials in the Child Care Facility (3-3)

The principles of curriculum development appropriate for educating preschool children. Students will participate in planning age-appropriate materials and activities including beginning mathematics, language, social studies and science concepts.

CHID 1314 (CD 113C)

Health Care and Safety (3-2)

A study of personal and community health which emphasizes protection against communicable diseases and accidents. Fundamental first aid, CPR, vision and hearing screening, safety and accident prevention will be covered.

CHID 1321 (CD 123)

The Family and the Community (2-2)

The role of a child development center as it relates to the home environment, the interaction between parents and children as well as the relationships of the family to their community will be studied.

Hypothetical records will be interpreted and case studies of young children will be developed.

CHID 1322 (CD 123A) Growth and Development in Early Childhood (3-0)

An introduction to the needs of infants, preschool and special needs children resulting in an understanding of children's physical, emotional, social and cognitive development.

CHID 1323 (CD 123B)

Creative Activities (2-4)

A continuation of CHID 1313 which includes a study of activities relating to conceptual learning, recreation, arts, crafts, music, dance, children's literature, storytelling and learning center activities.

Prerequisite: CHID 1313.

CHID 1324 (CD 123C)

Child Health and Nutrition (3-2)

Health and nutrition as they contribute to and affect a child's growth and development.

CHID 2311 (CD 213)

The Special Child (3-0)

The differences in special needs children will be studied with emphasis on their special needs and how best to meet these needs.

CHID 2312 (CD 213A) Preschool Theory and Application (3-1)

Various learning processes relating to the nature and conditions of learning and motivation will be studied to provide the knowledge necessary to access the preschool student's learning needs and develop appropriate learning activities.

Prerequisite: CHID 1312.

CHID 2321 (CD 223)

Child Care Issues (2-4)

An in-depth study of current issues relating to child development. Each student will develop and report on a research project.

CHID 2322 (CD 223A) Child Care Facility Management (3-0)

Management theories and their application to a child care facility.

Computer-Aided Drafting and Design 8622

High technology and microcomputers have revolutionized the drafting and design processes of American industry. The technological changes resulting from the introduction of the microcomputer have led to the new and emerging technology, computer-aided drafting and design (CADD). CADD drafters use the microcomputer to prepare clear, complete and accurate working plans, detail drawings, sketches, illustrations and charts. The computer-aided drafting and design program provides the student the opportunity to study architectural, electronic, machine, pipe, structural and map drafting as well as plane surveying. A one-year certificate of proficiency is available to students completing certain designated courses. After successful completion of the two-year program, the student receives the associate in applied science degree.

CADD 1311 (DFT 113A) Mechanical Drawing I (3-3)

An introduction to the theory and practice of sketching, working drawings, pictorial drawings, dimensioning and computer graphics while stressing line values, lettering and industrial applications. (Same as ENGR 1304)

CADD 1312 (DFT 213D) Descriptive Geometry (3-3)

A study of the problem solving principles of orthographic projection and descriptive geometry. (Same as ENGR 1305)

Prerequisite: ENGR 1304 or CADD 1311.

CADD 1321 (DFT 113B) Illustration Drawing (3-3)

Freehand sketching and instrument drawing are emphasized in the preparation of pictorial drawings, charts and graphs.

CADD 1331 (DFT 113G) Introduction to AutoCad (3-3)

An introduction to the commands and functions of the AutoCad computer-aided drafting software package. Emphasis on applying the system to practical drafting and design problems.

CADD 1332 (DFT 123B) Computer-Aided Machine Drafting (3-3)

An advanced mechanical drafting course which uses CAD to draw a

complete set of drawings from detail drawings to completed assembly drawing.
Prerequisite: ENGR 1304, CADD 1331.

CADD 1362 (DFT 123E) Computer-Aided Electronics Drafting (3-3)

Basic computer-aided drafting for electrical and electronics drafting covering theory of electronics, schematics, printed circuit boards, wiring diagrams and integrated circuits.

Prerequisite: CADD 1331.

CADD 1392 Introduction to Microstation (3-3)

An introduction to the Intergraph Microstation computer-aided drafting software package, including design fundamentals, 2D and 3D views, plotting and advanced operations.

CADD 2324 (DFT 223B) Map Drafting (3-3)

The preparation of lease, township, topographic, highway and ownership maps is covered. Inking and calculations from surveyor's notes are included.

CADD 2334 (DFT 223G) Advanced Computer-Aided Drafting (3-3)

Advanced computer-aided drafting in which the student's basic knowledge of computer software and operations will be utilized to complete computer-aided problems.

Prerequisite: CADD 1331.

CADD 2343 (DFT 213A) Computer-Aided Architectural Drafting (3-3)

Computer-aided applications for plans of a single story residence. The study includes site plan, floor plans, foundation plan, elevations, details and schedules.

Prerequisite: CADD 1331.

CADD 2344 (DFT 223A) Computer-Aided Architectural Drafting II (3-3)

Computer-aided drafting applications for a set of plans for a light commercial structure. Areas of study include site plan, floor plan, foundation plan, elevations, details and building schedules.

Prerequisite: CADD 2343.

CADD 2354 (DFT 223C) Plane Surveying (3-3)

Care and use of surveying and mapping equipment with lab problems including topography, traverse closures, profiles and borrow pit calculators.

CADD 2373 (DFT 213S) Computer-Aided Structural Drafting (3-3)

Design and fabrication detailing of structural steel frameworks and components using CAD. Included are structural shapes, bolted and welded connections, beams, columns, trusses, bracing and frameworks.

Prerequisite: CADD 1331.

CADD 2383 (DFT 213P) Computer-Aided Pipe Drafting (3-3)

Computer-aided applications to pipe drafting, the study includes terminology, valves, fittings, vessels, symbols, isometrics, flow diagrams, plot plans, and elevations.

Prerequisite: CADD 1331.

CADD 2384 (DFT 223P) Advanced Computer-Aided Pipe Drafting (3-3)

Computer-aided applications for making isometric pipe spool drawings with emphasis on solutions to equipment location placement and theory for the advanced piping student.

Prerequisite: CADD 2383.

Computer Science 6021

The College provides students with both entry and advanced computer skills and a continued path of education to meet current and future job responsibilities. Computer Science offers high quality instruction in current networking technology, current generation hardware and state-of-the-art software in four program options. These options are: A one semester Certificate of Completion, Microcomputer Applications; A two-semester option which leads to the Certificate of Completion in Operations in which 100% of the hours taken in the Microcomputer Applications Certificate apply; A two-year degree option, Associate of Applied Science Degree in Applications Programming, which provides the skills needed for entry/mid level programming assignments; and a two-year Networking Technologies degree option which provides industry certified training in computer networks.

COSC 1306 (CS 113A)**Introduction to Computers (3-0)**

Provides a thorough Introduction to the history, concepts, and terminology involving computers. BASIC language included. This course is also offered through instructional television.

COSC 1307 (CS 113C)**Computer Literacy (3-3)**

Introductory hands-on course using microcomputers to study system commands and major software packages. Includes history of computers.

COSC 1310 Introduction to Programming for Non-Programming Majors (3-3)

An introduction to structured programming using the C programming language. This course is designed for non-computer science majors interested in learning programming concepts, from basic design through coding of programs.

COSC 1316 (CS 213F) Computer Programming: QUICK BASIC (3-3)

Develops beginning programming skills as commonly implemented in business and scientific environments.

Prerequisites: COSC 1377, 1318 or consent of instructor.

COSC 1317 (CS 223C) Computer Programming: FORTRAN (3-3)

A study of high-level, math-oriented language.

Prerequisite: COSC 1377, 1318 or consent of instructor.

COSC 1318 (CS 113P) Computer Programming: PASCAL (3-3)

An introduction to structured programming concepts using the PASCAL programming language.

COSC 1319 (CS 123E) Computer Programming: Assembly Language (3-3)

A detailed study of IBM mainframe assembly language programming and debugging techniques.

Prerequisites: COSC 1377, 1318 or consent of the instructor.

COSC 1320 (CS 123V)**Computer Programming: C (3-3)**

A study of structured program development using the C programming language. Includes multi-module development and the usage of pointers.

Prerequisites: COSC 1318 or consent of instructor.

COSC 1332 (CS 213A) Computer Programming: COBOL (3-3)

A high-level business language using structured techniques.

Prerequisites: COSC 1377, 1318 or consent of instructor.

COSC 1360 (CS 113Y), 1361 (123Y), Special Topics (3-0)

Topics will be at the discretion of the program director and will reflect current practices and equipment in the computing field. May be repeated for credit when topic changes.

COSC 1362 (CS 123D) Advanced Operating Systems/Windows (3-3)

Study and use of the operating systems, including application, editor and system commands. Emphasis is on UNIX.

Prerequisite: COSC 1371.

COSC 1363 (CS 123F) Data Structures (3-3)

Advanced programming techniques emphasizing abstract data types (ADT's). Includes development and implementation of arrays, records, linear lists, stacks, queues, trees and graphs. Also includes recursive techniques and pointer types.

Prerequisite: COSC 1318 or COSC 1320.

COSC 1371 (CS 123B) DOS/Windows (3-3)

Investigation of general operating systems environment, including the use of DOS and Windows and the hardware/software of a contemporary operating system.

COSC 1373 (CS 123C) Hardware/Software (3-0)

Theory of software operations, hardware components and peripheral devices. Study of standard utility packages used in computing environment.

COSC 1375 (CS 113V) Business Information Systems (3-3)

A study of the concepts and terminology used with computers from a business perspective. Includes "hands on" lab for operating systems, word processing, electronic spreadsheet, and data base. Keyboard skills suggested. (Meets prerequisite for ACCT 2401.) (Keyboard skills suggested.)

COSC 1376 (CS 123T) Spreadsheets for Business (3-0)

Introductory study of professional business spreadsheets.

COSC 1377 (CS 113L) Introduction to Computer Programming Logic (3-0)

Introduction to the design of programs using structured programming techniques.

COSC 1378 (CS 123L) Advanced Computer Programming Logic (3-0)

An advanced study of structured programming logic.

Prerequisite: COSC 1377 or consent of the instructor.

COSC 1379 (CS 113B) Telecommunications (3-0)

Introduction to Business Telecommunications. Study of communications hardware, software and signaling used in transferring data between computers. A data communications framework is provided and industry protocols discussed. Introduction to fundamental and advanced skills needed by system managers for daily management operation. Provides detailed information on data communications, networking and connectivity.

COSC 1380 Introduction to Networking (3-0)

Industry language introduced and basic networking concepts provided. A data communications framework is provided and the popular industry protocols are discussed.

Prerequisite: COSC 1371 or concurrent enrollment.

COSC 1381 Network Systems Management I (3-3)

Introduction to fundamental and advanced skills needed by system managers for daily network operation. Includes user setup, directories and security. Higher level system management features include performance optimization, advanced printing, remote management, name space and protocol support and management.

Prerequisite: "C" or higher in COSC 1380.

COSC 1382 Network Systems Management II (3-3)

An additional, elective, course in network systems management covering the same concepts as Network Systems Management I, but using a different networking environment.

Prerequisite: "C" or higher in COSC 1380.

COSC 1383 Network Technology (3-0)

Provides detailed information on data communications, networking and connectivity. Prerequisite course for more advanced networking courses.

Prerequisite: "C" or higher in COSC 1381.

COSC 1384 Managing Small Networks (3-3)

Provides students with the necessary knowledge and skills to perform fundamental network operations and administration. The course includes user setup, directory structure, security design and backup procedures.

COSC 2307 Advanced Software Applications (3-3)

Advanced use of application software and how software can be integrated together. Covers use of word processing, spreadsheet, and data base software including macro use, dynamic data exchange, and object linking and embedding.

Prerequisites: COSC 1307, 1375 or consent of instructor.

COSC 2332 (CS 223A) Advanced Computer Programming: COBOL (3-3)

File maintenance, structures and utilities using COBOL language.

Prerequisite: COSC 1332 or consent of the instructor.

COSC 2360 (213Y), 2361 (223Y) Special Topics (3-0)

Topics will be at the discretion of the program director and will reflect current practices and equipment in the computing field. May be repeated for credit when topic changes.

COSC 2370 (CS 213R) Computer Programming: RPG II (3-3)

A study and use of RPG II Language.

Prerequisite: At least one previous language or consent of the instructor.

COSC 2371 (CS 213G) Object Oriented Programming (3-3)

A study of the "object oriented" approach to developing software emphasizing code reusability through data hiding, encapsulation, inheritance and polymorphism. Uses the C++ programming language.

Prerequisite: COSC 1320.

COSC 2372 (CS 223J)**DataBase Concepts (3-3)**

DataBase concepts including programming.

Prerequisite: COSC 1307 or consent of the instructor.

COSC 2373 (CS 223D) Current Computer Science Topics (3-0)

Reports, field trips and interaction with business to allow first-hand knowledge of structure and operation of computer MIS (Management Information System) departments.

Prerequisites: Two computer programming languages and sophomore standing.

COSC 2374 (CS 223E) Capstone (3-0)

A synthesis of all completed work incorporated into a final project. Team effort in design, selection of software, functionality, documentation skills, etc. with judged results. Must be taken in the final semester.

Prerequisite: COSC 2390 and a programming course, or consent of the instructor.

COSC 2375 (CS 223F) Advanced Spreadsheets (3-3)

In-depth study of advanced spreadsheets. To include macros, functions, commands and presentation documentation.

Prerequisite: COSC 1375, 1376 or work experience in spreadsheets.

COSC 2385 Advanced Networking (3-3)

Provides hands-on experience with network installation and configuration.

Prerequisite: "C" or higher in COSC 1383.

COSC 2387 Network Maintenance (3-3)

Focus is on maintaining and troubleshooting networks. Installation and upgrade procedures for network operating systems are presented. Topics include network board configurations, network cabling, disk expansion, troubleshooting techniques and common network problems.

Prerequisite: "C" or higher in COSC 2385.

COSC 2389 Network Communications (3-3)

Focus is on support products that allow asynchronous communication to meet appropriate networking needs. Covers network to network communication links.

Prerequisite: "C" or higher in COSC 2385.

COSC 2390 (CS 213B) Systems Analysis (3-0)

Introduction to essential principles of the systems development cycle and the tools and techniques which can be applied in each phase of the cycle.

Prerequisite: COSC 1306, 1375 or consent of instructor.

Criminal Justice 7021

Students successfully completing this program receive the associate in applied science degree law enforcement option and may sit for the Texas peace officer licensing examination.

CRIJ 1301 (CJ 113) Introduction to Criminal Justice (3-0)

Provides an overview of the United States and European criminal justice systems.

CRIJ 1306 (CJ 223C) The Courts and Criminal Procedure (3-0)

The judiciary in the criminal justice system, structure of the American court system, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence and sentencing.

CRIJ 1307 (CJ 113E) Crime in America (3-0)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crimes.

CRIJ 1310 (CJ 223D) Fundamentals of Criminal Law (3-0)

A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of elements of crimes and penalties using Texas statutes as illustrations and criminal responsibility.

CRIJ 1318 (CJ 123C) Patrol Administration (3-0)

Introduces the student to an overview of basic patrol procedures used in crime prevention and police field operations.

CRIJ 1320 (CJ 123B) Police Role in Crime and Delinquency (3-0)

A study of juvenile behavior to provide insight into the conditions that are believed to cause deviant acts by juveniles.

CRIJ 1321 (CJ 113C) Probation and Parole (3-0)

Introduces the student to criminal corrections and its place in the criminal justice system.

CRIJ 1322 (CJ 123D) Criminology (3-0)

Presents theories, causes of crime and criminal typologies.

CRIJ 2301 (CJ 223H) Community Resources in Corrections (3-0)

An introductory study of the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues and future trends in community treatment.

CRIJ 2313 (CJ 213D) Correctional Systems and Practices (3-0)

Corrections in the criminal justice system, organization of correctional operations, alternatives to institutionalization, treatment and rehabilitation and current and future issues.

CRIJ 2314 (CJ 213A) Criminal Investigation (3-0)

Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, use of forensic sciences and case and trial preparation.

CRIJ 2316 (CJ 223E) Police Defensive Tactics (3-3)

Practice in the techniques of arrest, prisoner searches and the use of batons and firearms. CJ major medically qualified with no felony convictions.

CRIJ 2323 (CJ 213B) Legal Aspects of Law Enforcement (3-0)

Police authority, responsibilities, constitutional restraints, laws of arrest, search and seizure, and police liability.

CRIJ 2328 (CJ 113B) Police Systems and Practices (3-0)

The police profession, organization of law enforcement systems, the police role, ethics, police community interaction and current and future issues.

CRIJ 2331 (CJ 223B) Traffic Planning and Administration (3-0)

Introduces the student to the problems of traffic control using the Texas motor vehicle laws as a guide.

CRIJ 2433 (CJ 213E) Texas Peace Officer Law (3-4)

Laws directly related to police field work including traffic, intoxicated drivers, penal code, elements of crimes, the family code, alcoholic beverage code and civil liability.

Prerequisite: Twelve semester hours of credit in criminal justice and consent of the program director.

CRIJ 2434 (CJ 223F)**Texas Peace Officer Procedures (3-4)**

Techniques and procedures used by police officers on patrol including controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control and jail operations.

Prerequisite: Texas peace officer law CRIJ 2433 or may be taken concurrently.

CRIJ 2435 (CJ 223J)**Texas Peace Officer Skills (3-5)**

Demonstration and practice of the skills expected of a police officer. Includes patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care.

Prerequisite: Texas peace officer law CRIJ 2433 and Texas peace officer procedures CRIJ 2434, or may be taken concurrently.

CRIJ 2336 (CJ 213C) Criminalistics (3-1)

Introduces the student to the forensic laboratory with emphasis placed on identification, collection and preservation of evidence.

CRIJ 2337 (CJ 223K)**Criminal Justice Internship (1-20)**

Field program designed to provide observation and actual work experience in the various public and private agencies in which a student is assigned.

Dance

A student majoring in dance should see a Tyler Junior College faculty advisor for help in completing a course plan.

DANC 1112 (DNC 111C)**Dance Practicum (0-3) (CB3601145130)**

Participation and instruction in a variety of dance activities and techniques. Summer only.

DANC 1113 (DNC 121C)**Dance Practicum (0-3) (CB3601145130)**

A continuation of DANC 1112. Summer only.

DANC 1210 (DNC 112T)**Tap I (2-1) (CB3601145130)**

Instruction and participation in tap dancing as part of the performing arts as well as an exploration of tap techniques with focus on style, rhythm and dynamics.

DANC 1211 (DNC 122T)**Tap II (2-1) (CB3601145130)**

A continuation of DANC 1210. Introduces concepts of group and solo work.

DANC 1212 (DNC 112C), 1213 (122C),**2212 (212C), 2213 (222C)****Dance Practicum (1-5) (CB3601145130)**

A practicum in dance as a performing art.

DANC 1341 (DNC 213)**Ballet I (1-5) (CB5003015230)**

Instruction and participation in ballet as part of the performing arts, plus exploration of ballet technique with emphasis on a long series of movements, beats, adagio, jumps, etc., while stressing clarity of movements as well as precision in execution.

DANC 1342 (DNC 213A)**Ballet II (1-5) (CB5003015230)**

Introduces variations from the classical and neo-classical repertoire.

Prerequisite: DANC 1341.

DANC 1345 (DNC 113)**Modern Dance I (2-1) (CB5003015230)**

Instruction and participation in modern dancing as part of the performing arts; includes exploring individual potential using self-awareness techniques in the areas of structure and alignment, breathing and relaxation and imaging and improvisation.

DANC 1346 (DNC 113A)**Modern Dance II (2-1) (CB5003015230)**

Introduces concepts of partnering along with solo group work.

Prerequisite: DANC 1345.

DANC 1347 (DNC 123)**Jazz Dance I (2-1) (CB5003015230)**

Instruction and participation in jazz dancing as part of the performing arts as well as an exploration of jazz technique with focus on style, rhythm and dynamics.

DANC 1348 (DNC 123A)**Jazz Dance II (2-1) (CB5003015230)**

Introduces concepts of solo and group work.

Prerequisite: DANC 1347.

DANC 2112 (DNC 211C)**Dance Practicum (0-3) (CB3601145130)**

Basic fundamentals and interpretations of dance with the principles and applications applied to the interpretation of modern and conventional dance. Summer only.

DANC 2113 (DNC 221C)**Dance Practicum (0-3)**

(CB3601145130)

A continuation of DANC 2112. Summer only.

DANC 2303 (DNC 223A) Dance**Appreciation (3-0) (CB5003015430)**

A survey of primitive, classical and contemporary dance and its interrelationship with cultural developments and other art forms.

DANC 2341 (DNC 213B)**Ballet III (1-5) (CB5003015230)**

A continuation of the development of ballet technique including more complicated exercises at the barre and centre floor while stressing precision of movement.

Prerequisite: DANC 1342.

DANC 2342 (DNC 213C)**Ballet IV (1-5) (CB5003015230)**

Begins pointe for women and specialized beats and tours for men while developing individual proficiency and technical virtuosity.

Prerequisite: DANC 2341.

Dental Hygiene 8034

The purpose of the dental hygiene program is to prepare competent dental hygienists to meet the oral health care needs of the public. Through basic education in the dental hygiene program, students acquire knowledge and proficiency to become functioning members of the dental health care delivery team.

The program provides 24 months of theoretical and clinical training at the college level leading to the associate in applied science degree in dental hygiene.

Since enrollment in this program is limited to 24 places each year, those applying for admission must make application directly to the dental hygiene program office. See the Selected

Admissions requirements in the admissions section of this *Catalog*.

Priority consideration is given to those applicants whose college transcripts show completion of 12 semester hours of college academic courses with a GPA of 2.5 or higher.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better in **any prerequisite course**, the student may not progress until the deficiency has been removed. Graduates who successfully pass the Dental Hygiene National Board examination are eligible to take state licensing exams in states where they plan to practice.

Science courses taken after application and acceptance to the Tyler Junior College dental hygiene program are expected to be taken at Tyler Junior College. Approval must be granted by the program director and instructional division dean for enrollment in a science course at another college or university. Transfer credit for science courses completed at other colleges and universities prior to application and acceptance at Tyler Junior College will require individual consideration.

DENH 1100 (DH 112) Introduction to Dental Hygiene (3.2-3.2) (5 weeks)

A study of the role of the dental hygienist in preventive dentistry and dental terminology.

Prerequisite: Admittance to program.

DENH 1221 (DH 122)**Dental Materials (2-2)**

Identification, properties, manipulation, application and maintenance of materials used in dentistry.

Prerequisite: DENH 1100.

DENH 1222 (DH 122A) Pathology (2-0)

Basic pathology relevant to dental hygiene practice.

Prerequisite: BIOL 2401, 2402, 2420, DENH 1312, 1314.

DENH 1223 (DH 122B)**Oral Pathology (2-0)**

A study of diseases affecting the oral cavity.

Prerequisite: DENH 1312, 1314, BIOL 2401, 2402, 2420.

DENH 1312 (DH 113)**Oral Anatomy and Physiology (3-2)**

Normal clinical appearance and functions of anatomical structures of the oral cavity, head and neck.

Prerequisite: BIOL 2401, 2402, DENH 1100.

DENH 1314 (DH 113D)**Oral Histology and Embryology (3-0)**

Microanatomy of oral cavities, development and function.

Prerequisite: BIOL 2401, 2402, DENH 1100.

DENH 1324 (DH 123C)**Dental Hygiene Clinic II (2-8)**

Study of treatment considerations for patients with special needs. Beginning clinical practice on patients.

Prerequisites: DENH 1413 and 1411.

DENH 1411 (DH 114)**Dental Hygiene Radiography (3-3)**

Radiographic techniques, processing and mounting and radiation safety procedures.

Prerequisite: DENH 1100.

DENH 1413 (DH 114C)**Dental Hygiene Clinic I (3-6)**

Theory and principles of instrumentation, current practices in infection control and hazard communication complying with OSHA guidelines.

Prerequisite: DENH 1100.

DENH 2141 (DH 221S) Seminar (1-0)

A study of practice management skills with emphasis on communicating with dental patients.

Prerequisite: Enrollment in second year DENH courses.

DENH 2231 (DH 212)**Pharmacology (2-0)**

Concepts of pharmacology in relation to dentistry.

Prerequisite: DENH 1222, 1223, CHEM 1305.

DENH 2232 (DH 212D)**Clinical Nutrition (2-0)**

Nutrition in dentistry including instruction in computing kilocalorie requirements for basal metabolism, activity, specific dynamic action and percentages of fat in the diet.

Prerequisite: CHEM 1305.

DENH 2242 (DH 212P)**Periodontology (2-2)**

A study of the etiology and characteristics of periodontal disease with correlation of clinical treatment.

Prerequisite: DENH 1312, 1314, 1324.

DENH 2333 (DH 213C)**Dental Hygiene Clinic III (2-12)**

Continuation of study on treatment considerations for patients with special needs with emphasis on maintenance and recall. Instrumentation and treatment planning for clinically difficult patients.

Prerequisite: DENH 1324.

DENH 2334 (DH 213H)**Community Dental Health I (3-1)**

Promotion of dental health in the prevention of dental disease and public health methods.

Prerequisite: DENH 1324.

DENH 2343 (DH 223C)**Dental Hygiene Clinic IV (2-12)**

Maintenance of clinical skills with emphasis on ethical and legal concepts relating to the dental hygienist. A study of state practice acts regulating dental hygiene.

Prerequisite: DENH 2333.

DENH 2344 (DH 223H)**Community Dental Health II (3-1)**

Implementation of community program plans and study of alternative practice settings in dental hygiene.

Prerequisite: DENH 2334.

TJC Trivia

TJC has only had four presidents since its inception in 1926. G.O. Clough was the first and had the shortest term (1926-27). The longest administration was H.E. Jenkins (1946-81). During his tenure enrollment grew from 400 to 7,000.

Diagnostic Medical Sonography 8048

The one-year and two-year curricula are designed to prepare those who successfully complete either curriculum to perform diagnostic examinations using high frequency sound waves to visualize soft tissue structures as requested by a physician. Sonographers work in hospitals, clinics, laboratories and doctors' offices.

Enrollment in the one year advanced certificate curriculum is limited to those individuals who already possess a two-year degree in an allied health science, or the equivalent, and professional licensure (such as, registered nurse, radiologic technologist or respiratory therapist, etc.) and to those with a bachelor degree in a science. (Anatomy and physiology classes must have been taken within the last five years). This may be waived with testing or director's approval.

After successful completion of the first year of the two-year curriculum (anatomy and physiology classes must have been taken within the last five years—no waiving), the student will be eligible to apply and compete with other applicants for acceptance to the second year of the curriculum. Enrollment is limited. Students who complete the two-year program will be awarded an A.A.S.

All required courses must be completed with a grade of "C" or better. A minimum grade of 75% is required in all diagnostic medical sonography courses (DMST). The student who does not earn the minimum score may not progress in the program. There is a balance of didactic and clinical courses in the second year curriculum. Students who complete either curriculum are eligible to challenge the American Registry of Diagnostic Medical Sonographers (ARDMS) exam.

See Selected Admissions requirements in the admissions section of this *Catalog*.

DMST 1232 Ultrasound Seminar (2-0) (14 weeks)

Discussion of diagnostic medical sonography subject areas and preparation of student A.R.D.M.S. Registry exam.

DMST 1301 Methods of Patient Care (3-0)

Includes nursing procedures and techniques used in general care of patients with special subjects emphasized including patient confidentiality and professional ethics.

DMST 1320 (DMS 123) Sonographic Physics II (3-0) (18 weeks)

Continuation of physics to include transducers, Doppler, bioeffects and safety, and imaging modalities.

DMST 1321 (DMS 113) Sonographic Physics I (3-0)

The nature, generation and detection of ultrasound. Physical principles based on the wave nature of sound. Including wave propagation and wave properties such as velocity, reflection, refraction, attenuation, interference and diffraction. The basic components of an ultrasound detecting system are presented, including transducers and display systems for both A- and B-mode scanning. Methods of detecting motion are also discussed, including pulsed techniques, Doppler methods and real-time systems.

DMST 1402 (DMS 113B) Abdominal Ultrasound (4-3)

Study and uses of ultrasound in its application in the diagnosis of disorders of the abdomen. Differential diagnosis and clinical pathology as related to disorders of the abdomen.

DMST 1421 (DMS 123C) Obstetrics and Gynecology Ultrasound (4-3) (18 weeks)

The applications and scanning methods of ultrasound in obstetrics and gynecology, non-pregnant uterus and early pregnancy examinations, estimation of gestational age, the placenta, late pregnancy, abnormal growth and development, amniocentesis, ectopic gestation, tumor and problems of pelvic inflammatory diseases and pelvic abscesses.

DMST 1501 (DMS 113C) Clinical Education I (0-29)

Supervised clinical education experience in an ultrasound department at a hospital/clinic.

DMST 1502 (DMS 123D) Clinical Education II (0-29) (18 weeks)

Supervised clinical education experience in an ultrasound department at a hospital/clinic.

DMST 1503 (DMS 133C)
Clinical Education III (0-29) (14 weeks)
Continuation of clinical education in a US department.

DMST 1531 (DMS 133) Special Studies in Ultrasound (4-4) (14 weeks)

Overview of echocardiography and vascular US to include department management techniques.

Drafting 8622

(See Computer-Aided Drafting and Design)

Economics

Students majoring in economics should see a faculty advisor for help in completing a course plan.

ECON 2301 (ECO 213) Principles I Macroeconomics (3-0) (CB4506015142)

An examination of fundamental economic concepts and principles including macro-economic theory, national income, employment, monetary policy, fiscal policy and international trade. Sophomore standing suggested.

ECON 2302 (ECO 223) Principles II Macroeconomics (3-0) (CB4506015142)

A study of contemporary economic issues and problems including micro-economic theory, value and price determination, revenues and costs, market structure and income distribution. Sophomore standing suggested.

Electronics Technology and Electricity Courses 8824/6225

Electronics is a fast-growing and exciting high-tech industry, full of challenges as new technology emerges. As a knowledge-intensive, sunrise industry, electronics promises to be of increasing importance to the United States and to the world's economy. Recent advances in microelectronics and the semiconductor industry, microcomputer applications, artificial intelligence,

robotics, LASERs and fiber optics, sophisticated communications equipment and alternate energy sources have led to an increased need for electronics technicians to maintain these high-technology systems. Electronics technicians design, prototype, install, maintain, troubleshoot and repair equipment in electronics and related industries.

The electronics technology curriculum provides the students the opportunity to study digital electronics, microprocessors, computers, industrial automation, robotics, electronic telecommunications and electrical power.

After successful completion of the two-year program, the student receives the associate in applied science degree.

ELEC 1370 (ELC 1131)

Industrial Electricity/Electronics (3-3)

Fundamentals of electricity and electronics as related to industrial applications. Electrical wiring, electric motors and industrial electronic devices are emphasized.

ELEC 1371 (ELC 1231)

Industrial Power Applications (3-3)

An introduction to the generation, application and control of three-phase voltages including generators, transmission systems, transformers, three-phase motors and maintenance procedures.

Prerequisite: ELEC 1370.

ELEC 2370 (ELC 2131) Industrial Instrumentation and Motor Controls (3-3)

A study of electric motors and motor control devices common to a modern industrial environment. Relay controls, programmable controllers, ladder logic diagrams, microcontrollers and systematic maintenance and troubleshooting techniques are included.

Prerequisite: ELEC 1371.

ELTE 1311 (ELC 113A)

DC and AC Circuit Analysis (3-3)

An introduction to analog electronics including resistors, inductors and capacitors in DC and AC circuits. Ohm's Law, network theorems, the j-operator, resonance and filters are emphasized.

Prerequisite: TMTH 1301 or concurrent enrollment.

ELTE 1312 (ELC 123A) Semiconductor and Microelectric Devices (3-3)

A study of semiconductor devices and circuits including diodes, transistors, industrial control devices, operational amplifiers, and analog microelectronic integrated circuits. Power supply circuits and amplifiers are emphasized.

Prerequisite: ELTE 1311.

ELTE 1321 (ELC 113D) Digital Logic Circuit Analysis (3-3)

An introduction to digital electronics including combinational logic circuit design and troubleshooting. Digital logic gates, Boolean algebra and Karnaugh maps are emphasized in the analysis of adders, encoders/decoders, multiplexers/demultiplexers and arithmetic logic units.

ELTE 1322 (ELC 123D) Digital Systems and Microprocessors (3-3)

Advanced digital concepts and an introduction to microprocessor system architecture including sequential logic circuits, counters, registers, programmable logic devices and memory devices.

Prerequisite: ELTE 1321.

ELTE 1342 (ELC 123R) Industrial Electronics and Process Control (3-3)

Industrial control devices and applications including transformers, brushless and stepper DC motors, three-phase AC circuits, transducers, process control instrumentation and programmable controllers.

Prerequisites: ELTE 1311 and 1321.

ELTE 1351 (ELC 113F) Electronic Design and Fabrication (3-3)

An introduction to electronic circuit fabrication techniques, including schematic diagrams, soldering, printed circuit board design and printed circuit board production. The student constructs several electronics projects using a wide range of electronics components.

ELTE 1361 (ELC 113E) Basic Electronics Survey (3-0)

A survey of basic electronics for those students not majoring in electronics engineering technology. Introduces students to a wide variety of components and equipment most common to industry.

ELTE 1372 (ELC 123K) Introduction to Computer Hardware (3-0)

Explores fundamental computer hardware and its relationship to software and logic. For hobbyists and computer science students.

ELTE 2313 (ELC 213T) Electronic Communications (3-3)

The concepts and circuits of electronic communications systems including transmitters, receivers, and antenna systems as related to high-frequency and microwave propagation.

Prerequisite: ELTE 1312.

ELTE 2314 (ELC 223T) Telecommunications (3-3)

A study of modern telecommunication systems including telephone switching, digital modulation techniques, LASERS and fiber optics, satellite communications and telecommunications networks.

Prerequisites: ELTE 2313.

ELTE 2323 (ELC 123M) Assembly Language Programming for Microprocessors (3-3)

Machine and assembly language programming for microprocessors and microcomputers with an emphasis on problem solving, diagnostic software and troubleshooting techniques.

ELTE 2333 (ELC 213M) Microprocessor Systems Architecture (3-3)

Microprocessor systems architecture including the design, prototyping and troubleshooting of a microcomputer system. The student constructs a single-board microprocessor-based computer.

Prerequisites: ELTE 1322 and ELTE 2323.

ELTE 2334 (ELC 223M) Microprocessor Interfacing (3-3)

Hardware and software interfacing techniques used in interfacing microcomputers to peripheral devices and data communication networks.

Prerequisite: ELTE 2333.

ELTE 2343 (ELC 213R) Industrial Automation (3-3)

Applications of programmable controllers, microcontrollers and industrial process control systems to the automation of manufacturing and processing industries. Electronic devices, power control circuitry, pulse modulation, telemetry and data communications are emphasized.

Prerequisite: ELTE 1342.

ELTE 2344 (ELC 223R)

Industrial Robotics (3-3)

Industrial automation applications including robotics, computer-integrated manufacturing, flexible manufacturing systems and artificial intelligence. Hydraulic, pneumatic and electrical drive systems are included.

Prerequisites: ELTE 2343 or ELEC 2370.

Emergency Medical Technology 8040

The emergency medical technology program offers courses for state certification and for a two-year associate degree in applied science.

The student will be eligible to apply for certification as an emergency medical technician, emergency medical technician-intermediate, and emergency medical technician-paramedic. Certification at the state level may be achieved without completion of the requirements for degree. All courses are approved by the certifying organization, the Texas Department of Health Bureau of Emergency Management.

All courses of the emergency medical technology curriculum must be completed with a "C" or better to be eligible to take the state exam or progress to the next level course.

Enrollment in this program is limited.

See the Selected Admissions requirements in the admissions section of this *Catalog*.

EMMT 1110 (EMT 111)

Clinical Practice I (0-3)

Laboratory experience in emergency medical settings under the general supervision of the program director. Must be taken concurrently with EMMT 1410.

EMMT 1120 (EMT 121)

Clinical Practice II (0-9)

Laboratory experience in emergency medical settings under the general supervision of the program director. Must be taken concurrently with EMMT 1420.

EMMT 1320 (EMT 123)

Mathematics for EMT (3-0)

The application of mathematics to problem solving in emergency medical technology, including the metric system,

ratios and proportions, dilution calculations, percentages, IV calculations and oxygen administration calculations.

EMMT 1410 (EMT 114) Emergency Medical Procedures I (3-5.25)

Basic emergency care with emphasis on skills-development. Lectures include multiple trauma and acute intervention as applicable to EMT situations. Clinical time includes a minimum number of ambulance runs and hospital training as required by state law.

EMMT 1420 (EMT 124) Emergency Medical Procedures II (3-5)

Advanced emergency skills, shock and respiratory management.

EMMT 2210 (EMT 212)

Clinical Practice III (0-13)

Continuation of EMMT 1120. Must be taken concurrently with EMMT 2410.

EMMT 2220 (EMT 222)

Clinical Practice IV (0-13)

Clinical applications for sophomore emergency medical technician students. Must be taken concurrently with EMMT 2420.

EMMT 2320 (EMT 223S)

Special Topics (3-0)

Topics will be determined by the program director and the medical director and will reflect current practices and equipment in specialized areas of pre-hospital emergency medical care. May be repeated for credit when topic changes.

EMMT 2410 (EMT 214) Emergency Medical Procedures III (3-5)

Advanced pulmonary, medical and trauma related emergencies, pre-hospital emergency medical pharmacology, advanced cardiac life support and cardiovascular emergencies.

EMTT 2411 (EMT 224A)

Emergency Care (3-3)

Emergency medical techniques applicable to related health professions; CPR, medical aids to breathing, bandaging, splinting, traction, lifting and moving and vital signs. (Meets ECA requirements)

EMMT 2420 (EMT 224) Emergency Medical Procedures IV (3-5)

Emergency medical procedures relating to all human systems, including respiratory, cardiovascular, neurological, reproductive, endocrine, integumentary and skeletal, and management of behavioral emergencies, the emotionally disturbed, and mass casualty incident management.

Engineering

A student majoring in engineering should see a Tyler Junior College faculty advisor for help in completing a course plan.

The engineering program at Tyler Junior College is designed to meet the needs of the first two years of a four- or five-year engineering degree program.

Colleges and universities no longer allow advanced algebra and college trigonometry to apply toward a degree in engineering. In order for a student to follow a four-year program for a degree in these fields, it is desirable that the student take Calculus I with analytic geometry (Mathematics 2313) the first semester of the freshman year.

It is recommended that all engineering majors, except those with an unusually strong background in high school mathematics, take precalculus (Mathematics 2312) and plane trigonometry (Mathematics 1316) during the summer prior to the first semester of the freshman year. This should be done to provide an adequate background for calculus with analytic geometry.

A grade of "C" or better must be earned in order to continue in sequential mathematics courses.

ENGR 1101 (EGR 111) Introduction to Engineering (ENGR 1110: 92-93) (1-0) (CB1401015129)

Fields and opportunities within the scope of professional work.

ENGR 1102 (EGR 121) Engineering Analysis (ENGR 1120: 92-93) (1-0) (CB1401015129)

Analyzing and solving engineering problems including computational methods and devices.

ENGR 1304 (EGR 113) Engineering Design Graphics I (3-3) (CB4801015129)

An introduction to the theory and practice of sketching, working drawings, pictorial drawings, dimensioning, and computer graphics while stressing line values, lettering, and industrial applications. (Same as CADD 1311)

ENGR 1305 (EGR 123) Engineering Design Graphics II (3-3) (CB4801015129)

A study of the problem solving principles of orthographic projection and descriptive geometry. (Same as CADD 1312)

Prerequisite: ENGR 1304.

ENGR 2301 (EGR 213) Engineering Mechanics I (Statics) (3-0) (CB1411015229)

Newton's laws as applied to introductory rigid body statics and analysis of structures, frames and beams.

Prerequisites: Credit or registration for MATH 2314 and PHYS 2425.

ENGR 2302 (EGR 223A) Engineering Mechanics II (Dynamics) (3-0) (CB1411015329)

Newton's laws, work-energy, impulse momentum methods applied to kinematics and dynamics of particles, systems of particles and rigid bodies.

Prerequisites: ENGR 2301 and MATH 2314.

ENGR 2304 (MTH 123D) Computing for Engineers (3-1) (CB1102015227)

Algorithms, programs and computers in engineering applications with numerical analysis using FORTRAN language.

Prerequisite: Credit or registration for MATH 2314.

English

A student majoring in English should see a Tyler Junior College faculty advisor for help in completing a course plan.

ENGL 0101 (ENG 011W) Writing Laboratory (1-2) (CB3201085335)

Designed to identify deficiencies and improve writing skills necessary for college-level academic work.

ENGL 0104 (ENG 041E) English Review (1-0) (CB3201085335)

Review and practice in both recognizing various elements of effective writing

and also composing original writing samples that effectively communicate a whole message to a specified audience for a stated purpose.

Prerequisite: Consent of program director.

ENGL 0301 (ENG 013E) Developmental English I (3-0) (CB3201085335)

Written communication with emphasis on fundamentals of basic grammar and usage, sentence structure, and paragraph essay development using standard American English.

(Required of students who do not present qualifying TASP or local English placement test scores.)

ENGL 0302 (ENG 023E) Developmental English II (3-0) (CB3201085335)

Review of basic sentence skills taught in English 0301 but with emphasis on writing logically developed short essays in standard American English.

(Required of students who do not present qualifying TASP test scores.)

ENGL 0311 (ENG 013P) Spelling and Phonics (3-0) (CB3201085235)

Emphasizes mastery of the most commonly misspelled words, spelling and syllabication rules, consonant and vowel spellings, dictionary usage and pronunciation symbols.

ENGL 1301 (ENG 113) Composition and Rhetoric (3-0) (CB2304015135)

Directed study of rhetorical principles through reading types of composition while developing the student's ability to think for himself and to express his thoughts in correct, clear language. May be taken through instructional television.

Prerequisite: Qualifying TASP or local English placement test scores.

ENGL 1302 (ENG 123) Composition and Rhetoric (3-0) (CB2304015135)

A continuation of writing principles emphasizing critical and analytical thinking through the study of literature as well as directed study in techniques of writing a research paper.

Prerequisite: ENGL 1301. A student who fails the writing portion of TASP will not be allowed to enroll in ENGL 1302 until the writing component is completed.

ENGL 2307 Creative Writing (3-0) (CB2305015135)

Focuses on short fiction and/or poetry. Includes major writers, literary and technical genres and basics of publication. An elective course that will not substitute for any required English course.

Prerequisites: ENGL 1301 and 1302. A student who fails the writing portion of TASP will not be allowed in ENGL 1302 until the writing component of TASP is completed.

ENGL 2311 (ENG 123B) Technical Report Writing (3-0) (CB2311015135)

Technique of verbal efficiency in business letters, job applications and resumes and various types of engineering and scientific reports with methods of gathering and organizing of material to be presented in oral and/or written form. Required in technological and engineering plans.

Prerequisite: ENGL 1301.

ENGL 2322 (ENG 213B) British Literature (3-0) (CB2308015135)

A survey of the major works, writers and themes of English literature beginning with Anglo-Saxon poetry and continuing through the eighteenth century emphasizing extensive reading and class discussions.

Prerequisite: ENGL 1302.

ENGL 2323 (ENG 213E) British Literature (3-0) (CB2308015135)

A survey of the major works, writers and themes of English literature beginning with the Romantic period poetry and continuing to the twentieth century emphasizing extensive reading and class discussions.

Prerequisite: ENGL 1302.

ENGL 2327 (ENG 213L) American Literature (ENGL 2326 in 92-93) (3-0) (CB2307015135)

A survey of representative writers and literary trends from the Colonial Period through the Romantic Period.

Prerequisite: ENGL 1302.

ENGL 2328 (ENG 223L) American Literature (ENGL 2327 in 92-93) (3-0) (CB2307015135)

A survey of representative writers and literary trends from the Period of Realism to the present.

Prerequisite: ENGL 1302.

ENGL 2332 (ENG 213) World Literature
(ENGL 2331 in 92-93) (3-0) (CB2303015235)

A study of the masterpieces of Western world literature from Homer through the Renaissance.

Prerequisite: ENGL 1302.

ENGL 2333 (ENG 223) World Literature
(ENGL 2332 in 92-93) (3-0) (CB2303015235)

A study of the masterpieces of Western world literature from the Neoclassic Period to the twentieth century, advanced composition and formal research paper.

Prerequisite: ENGL 1302.

ENGL 2342 (ENG 213A) Survey of Short Fiction (3-0) (CB2303015135)

A course of short fiction selections with emphasis on analytical compositions, advanced composition and literature.

Prerequisite: ENGL 1302.

ENGL 2352 (ENG 213S) Selected Studies in Literature (3-0)
(CB2303015335)

Intensive reading in single areas unified by theme or disciplinary content with topic made available each semester prior to registration.

Prerequisite: ENGL 1302.

ENGL 2353 (ENG 223S) Selected Studies in Literature (3-0)
(CB2303015335)

Intensive reading in single areas unified by genre or major author with topic made available each semester prior to registration.

Prerequisite: ENGL 1302.

English as a Second Language

ESOL 0311 ESL English I (3-0)

Development of controlled paragraphs using a variety of organizational structures and logic patterns of English. Introduces basic elements of English grammar.

ESOL 0312

ESL English II (3-0) (CB3201085335)

Process of paragraph writing and the characteristics of effective paragraph structure. Reviews grammar points from ESOL 0311 and introduces adverb, adjective and noun clauses.

ESOL 0313

ESL English III (3-0) (CB3201085335)

Modes of discourse in expository writing for academic purposes. Reviews grammar points from ESOL 0311 and ESOL 0312 and analyzes complex elements of those points.

ESOL 0321

ESL Reading I (3-0) (CB3201085335)

Specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion and the use of campus resources such as labs and libraries.

ESOL 0322 ESL

Reading II (3-0) (CB3201085335)

Continuation of language development through reading comprehension and vocabulary building. Introduction of paragraph organization, idiom study and adaptation of reading rate for different purposes.

ESOL 0323 ESL

Reading III (3-0) (CB3201085335)

Continuation of concepts taught in previous reading classes with more emphasis on reading skills and critical thinking skills relating to academic topics and literature.

ESOL 0331 ESL Listening/

Speaking I (3-0) (CB3201085335)

Development of public/academic speaking skills and the preparation of oral presentations requiring formal rhetorical skills. (Intonation and stress patterns are practiced.)

ESOL 0332 ESL Listening/

Speaking II (3-0) (CB3201085335)

Development of intermediate academic speaking skills through situational activities. Expressing ideas in small groups and learning to understand and react appropriately to ideas expressed by others.

Farm and Ranch Management 5025

Many of the agriculture operations in the East Texas area are a combination of farming and ranching. This two-year program is designed for the student who is interested in farming and ranching or agricultural business as a career.

Both technical knowledge and management skills will be emphasized to prepare the graduate for a career in farm and ranch management, agriculture sales, agriculture marketing or agriculture management.

Students successfully completing this two-year program are awarded the associate in applied science degree.

Those completing all farm and ranch management courses listed in the curriculum with a minimum of a "C" average are awarded a certificate of proficiency.

FRMG 1401 (RMG 113) Principles of Soil Management (3-6)

Methods and problems in pasture management, care of pastures, hay production and types of soil and its relationship to grasses and legumes.

FRMG 1402 (RMG 113A) Principles of Animal Husbandry (3-6)

Types and breeds, market classes, grade of farm animals and phases of feeding, breeding and production.

FRMG 1303 (RMG 113C) Farm Buildings and Construction (2-4)

Construction of farm buildings, fences, corrals, feedlots and basic skills in farm carpentry which include design, planning and construction.

FRMG 1321 (RMG 123A) Agriculture Economics and Finance (3-0)

National economic problems relating to farms and ranches, making loans and methods of determining loan needs.

FRMG 1322 (RMG 123D) Farm Power Machinery (3-3)

Operation and service of farm equipment and proper crop production using power equipment.

FRMG 1323 (RMG 123F) Principles of Feed Production (3-3)

Production, harvesting and storage of cereal and feed grains, fiber crops, forage crops and pasture grasses both summer and winter.

FRMG 1330 (RMG 116S) On-The-Job Training (1-39)

Required work on a ranch or in an agribusiness firm during six weeks of the summer on a co-op basis between the College and employer.

Prerequisite: Students must have completed a minimum of 9 semester hours in farm and ranch management courses.

FRMG 2310 (RMG 213A) Livestock Rations and Application (3-3)

Feed materials, relative values and adaptability for livestock, nutrient requirements, balancing, formulating rations and methods of feeding animals.

FRMG 2320 (RMG 223) Animal Health (3-3)

Farm animal health including parasites, diseases of livestock, handling diseased animals, basic anatomy and physiology.

FRMG 2321 (RMG 223A) Farm and Ranch Records (3-0)

Principles of farm bookkeeping with each student developing farm and ranch accounts.

FRMG 2323 (RMG 223C) Principles of Agricultural Marketing (3-3)

Basic knowledge of market grades, market trends, types of markets, cattle futures market and selling techniques of classes of livestock.

FRMG 2324 (RMG 223D) Principles of Livestock Reproduction (3-3)

Reproductive processes in farm animals, collection and storage of semen and causes of sterilization in males and females.

FRMG 2325 (RMG 223E) Farm Shop II (2-4)

Special topics welding course in which content may vary and may be repeated but the course will only apply once toward graduation.

FRMG 2410 (RMG 214) Farm Shop (3-6)

Practice in farm machinery repair, maintenance, welding, metal work and general farm shop.

FRMG 2422 (RMG 223B) Principles of Beef Cattle Production (3-6)

Beef production as relating to farm and ranch marketing problems, beef cattle systems, handling, fitting, showing and breed associations.

Fire Protection Technology 6821

This two-year program leads to the associate in applied science degree in fire protection technology, is in accordance with public law and sets forth approved or certified courses as approved by the Commission on Fire Protection.

FIRE 1309 (FPT 113H)

Fire Science Chemistry I (3-0)

Provides the student with a basic understanding of organic and inorganic chemistry.

FIRE 1310 (FPT 113G)

Urban Fire Problem Analysis (3-0)

The assessment and analysis methods used to study urban fire problems.

FIRE 1311 (FPT 113)

Fundamentals of Fire Protection (3-0)

Introduces the student to the history and philosophy of fire protection.

FIRE 1312 (FPT 113A)

Industrial Fire Protection I (3-0)

Introduces the student to the concerns and safeguards of fire protection programs in industry.

FIRE 1315 (FPT 113C) Advanced

Fire Loss Statistical Systems (3-0)

A study of storing, retrieving and using data related to fire loss statistics.

FIRE 1316 (FPT 113B)

Fire Safety Education (3-0)

Surveys the physical, chemical and electrical hazards in fire protection including related laws, codes and problems.

FIRE 1317 (FPT 113F)

Fire Service Communications (3-0)

The installation, operation and testing of fire alarm systems and types of communications by modern fire departments.

FIRE 1318 (FPT 113D)

Fire Insurance Fundamentals (3-0)

The relationship between fire defenses, fire losses and insurance rates.

FIRE 1319 (FPT 113E)

Legal Aspects of Fire Protection (3-0)

A review of the legal rights, duties and responsibilities of a fire department in carrying out its duties.

FIRE 1322 (FPT 123B)

Industrial Fire Protection II (3-0)

Examines the problems and programs of industrial fire protection.

FIRE 1323 (FPT 123)

Fire Protection Systems (3-0)

A study of standards for fire hazard protection systems.

FIRE 1324 (FPT 123A) Fire Prevention (3-0)

The objectives, principles, techniques and procedures of fire prevention programs.

FIRE 1329 (FPT 123H)

Fire Science Chemistry II (3-0)

A continuation of FIRE 1309 with emphasis on hazardous chemicals.

Prerequisite: FIRE 1309.

FIRE 2311 (FPT 213)

Fire Administration I (3-0)

A study of fire department management and related problems.

FIRE 2312 (FPT 213A)

Building Codes and Construction (3-0)

A study of building and construction with emphasis on fire-resistant materials.

FIRE 2313 (FPT 213B)

Fire and Arson Investigation (3-0)

A study of arson investigation techniques and related criminal procedures.

FIRE 2314 (FPT 223)

Hazardous Materials I (3-0)

Examines the behavior of various materials that burn or react violently.

FIRE 2315 (FPT 223B)

Fire Fighting Tactics and Strategy (3-0)

Emphasis on preplanning studies and decision-making in conflagration problems.

FIRE 2321 (FPT 223A)

Fire Administration II (3-0)

Examines training, preparation of budgets, insurance rates and related topics.

FIRE 2323 (FPT 223D)

Arson Investigation II (3-0)

Techniques of fire investigations, fire patterns identification, crime scene investigation, motives or arsonists, the proper handling and submission of evidence.

Prerequisite: FIRE 2313 or consent of program director.

FIRE 2324 (FPT 223C)

Hazardous Materials II (3-0)

Examines storing, handling and fire fighting techniques associated with hazardous materials.

Prerequisite: FIRE 1309 and 2314.

Geography

A student majoring in geography should see a Tyler Junior College faculty advisor for help in completing a course plan.

GEOG 1303 (GGR 223)

World Geography (3-0) (CB4507015342)

Studies the earth, its climatic regions, the relation of human activities to physical environments and major cultural divisions; special emphasis on selected regions and countries.

Geology

A student majoring in geology should see a Tyler Junior College faculty advisor for help in completing a degree plan.

Other geology courses offered on demand: mineralogy, petrology, geomorphology and invertebrate paleontology.

GEO 1401 (GEO 114T)

Earth Science (3-3) (CB4007035139)

Studies physical geologic processes modifying the earth's surface and historically retraces the physical and life history of the earth. Lab work includes the study of minerals, rocks and fossils. **This course will NOT substitute for Geology 1403 or 1404.**

GEO 1403 (GEO 114)

General Geology (3-3) (CB4006015139)

Reviews physical geology processes modifying the earth's surface, materials and features of the earth's crust with lab work in map reading, identification of rocks and minerals.

GEO 1404 (GEO 124)

General Geology (3-3) (CB4006015139)

Historical geology: history of the earth through geologic times revealed by rocks and fossils and the origin and development of plant and animal life.

GEO 1405 (GEO 114E)

Environmental Geology (3-3) (CB0301025339)

A study of the interrelation of man and his geologic environment; includes current topics related to the conservation and utilization of natural resources.

Government

A student majoring in government should see a Tyler Junior College faculty advisor for help in completing a course plan.

GOVT 2305 (GOV 213) American

Government (GOVT 2302 in 92-93)

(3-0) (CB4510025142)

A functional study of the American constitutional governmental system, of the origins, developments and present-day problems of the national government and of the rights, privileges and obligations of citizenship. This course is also offered through instructional television.

GOVT 2306 (GOV 223) American

State Government (GOVT 2301 in 92-93) (3-0) (CB4510025142)

Areas of study indicate the nature, organization and general principles of state and local governments within the United States and Texas constitutional framework with particular attention to these forms in Texas. This course is also offered through instructional television.

Graphic Arts/ Photography 6238

Students successfully completing this program receive the associate in applied science degree.

This is a two year, post secondary, technical program designed to meet the needs of the student desiring to enter the field of visual communications, graphic arts and commercial photography.

GRAA 1301 (GAP 113)

Basic Photography (2-4)

Basic requirements of black and white photography, camera use, film development and print making.

GRAA 1302 (GAP 113A)

Basic Graphics (3-0)

Graphic design and technical aspects of the fundamentals of layout procedures necessary for producing advertising art for entry into the commercial art field.

GRAA 1303 (GAP 113B)

Introduction to Photography (3-0)

A non-laboratory course covering basic 35mm camera and equipment usage, subject composition and basic photographic techniques.

GRAA 1306 (GAP 113E)

Video Camera Techniques (2-4)

Basic video camera techniques including video and audio planning.

GRAA 1307 (GAP 113F)

Airbrush Techniques (2-4)

Basic airbrush techniques, procedures and equipment.

GRAA 1308

Beginning Computer Graphics (2-4)

Introductory principles and skills of computer graphics. Onscreen page design and layout, text placement, graphics capabilities and importing text and graphics to produce camera-ready art for reproduction processes.

GRAA 1321 (GAP 123) Advanced

Photography (2-4)

Advanced applications in exposure and process control of black and white negatives and prints.

Prerequisite: GRAA 1301 or consent of the program director.

GRAA 1322 (GAP 123B)

Graphic Design (2-4)

Principles of planning design and layout preparation of images used in photo-conversion for graphic arts.

Prerequisite: GRAA 1302 or consent of the program director.

GRAA 1328 (GAP 123G)

Intermediate Computer Graphics (2-4)

Production of full color camera-ready graphic illustrations. Free-hand computer drawing, object manipulation, special effects with text and objects, importing and exporting, scanning and working with bitmap images and printer control.

Prerequisite: GRAA 1308.

GRAA 2301 (GAP 213)

Commercial Photography (2-4)

Commercial photography with emphasis on fashion, architecture, industry and advertising using large format cameras.

Prerequisite: GRAA 1321 or consent of the program director.

GRAA 2302 (GAP 213A)

Photographic Reproduction (2-4)

Methods of converting camera-ready images to the printed page.

Prerequisite: Concurrent enrollment in GRAA 1302 or consent of program director.

GRAA 2303 (GAP 213C)

Color Photography (2-4)

Introduction to color lab processes such as color negative printing, internegatives, color transparencies printing, and other tools pertaining to advanced color processing techniques.

Prerequisite: GRAA 1321.

GRAA 2321 (GAP 223)

Portrait Photography (2-4)

Lighting, posing and composition techniques used in studio, outdoor and environmental portraiture.

Prerequisite: GRAA 1321 or consent of the program director.

GRAA 2322 (GAP 223A) Graphic

Reproduction (2-4)

Color registration printing and general shop operations as applied to four-color printing.

Prerequisites: GRAA 1302 and 2302 or consent of the program director.

GRAA 2323 (GAP 223B) Commercial

Advertising Techniques (2-4)

Modern commercial advertising techniques employed with four-color separation.

Prerequisites: GRAA 1302 and 2302 or consent of the program director.

GRAA 2325 (GAP 223D) Commercial Portfolio and Professional Skills (2-4)

A course focusing on development of a professional portfolio, resume and job applications skills for preparation of entry into the commercial art, graphic arts, and photography fields.

Prerequisite: Student must have completed at least 24 hours of GRAA courses before enrolling.

GRAA 2328 Advanced Computer Graphics (2-4)

In-depth scanning techniques including image control, manipulation and enhancement of photographs and line art. Importing and exporting text and graphics from multiple sources. Advanced graphic packages including paint, illustration, freehand drawing and photograph enhancement programs will be used.

Prerequisite: GRAA 1328.

GRAA 2329 Advertising Photography (2-4)

Advanced study of photographic topics such as characteristics of light and lenses, tone control through use of the zone system, and special techniques for making print corrections. Emphasizes on-easel composition and print exposure control by use of analyzer.

Prerequisite: GRAA 1301.

GRAA 2332 Retouching and Restoration (2-4)

Emphasizes black-white and color retouching of prints and negatives, copying and reproduction of photographs. A variety of retouching tools and copying equipment such as: selected films, dyes, pencils, pastels, oils, airbrush, copy camera, and meters will be utilized to enhance selected projects.

Prerequisite: Credit for or enrollment in GRAA 2302.

GRAA 2238 Internship (1-8)

Practical work experience for students preparing for careers in the graphics industry.

Prerequisite: Sophomore year or approval by program director.

Health and Kinesiology

A student majoring in health and/or kinesiology should see a Tyler Junior College faculty advisor for help in completing a course plan.

The purpose of the health and kinesiology program is to provide a comprehensive curriculum and teaching strategies designed to enhance the total health-related fitness of students. Additionally, the curriculum provides a "core curriculum" for students who plan to become professionals in vocations related to kinesiology, sport sciences and health.

The curriculum stresses student participation, development, problem-solving skills and independence. PHED 1101 is required for all degrees.

INJURY DISCLAIMER—The College will not pay for medical expenses incurred by a student injured in a class-related activity.

PHED 1101 (HK 111)

Physical Fitness and Health Concepts (1-2) (CB3601085128)

Practical concepts of health-related fitness including benefits of proper nutrition, exercise, personal well-being, and adverse effects of drug abuse; individual fitness assessments and development of a personal well-being program required of all students.

Health and Kinesiology activity courses are offered in these areas:

PHED 1102 (HK 111A) Athletics Conditioning (0-3) (CB3601085128)

Conditioning for first semester, freshman year of extracurricular activities, such as varsity football, basketball, tennis, Apache Band, Apache Belles, cheerleaders, baseball and golf. Open to all students.

PHED 1103 (HK 121A) Athletics Conditioning (0-3) (CB3601085128)

Conditioning for second semester, freshman year of extracurricular activities, such as varsity football, basketball, tennis, and Apache Band, Apache Belles and cheerleaders. Open to all students.

PHED 1104 (HK 111X) Physical Conditioning (0-3) (CB3601085128)

The course will develop aerobic endurance, muscular strength and flexibility.

PHED 1105 (HK 111S) Non-Swimmers (0-3) (CB3601085128)

A beginning level swimming class designed for students who are not able to swim; successful students will achieve at least the A.R.C. Beginning Swim level.

PHED 1106 (HK 121S) Intermediate Swimming (0-3) (CB3601085128)

Designed for students with some deep water swimming ability; focuses on basic stroke improvement; successful students will achieve at least the A.R.C. Intermediate Swim level.

PHED 1107 (HK 211E) Beginning Tennis (0-3) (CB3601085128)

Introduction to tennis; teaches scoring, rules, and basic strokes.

PHED 2101 (HK 211A) Athletics Conditioning (0-3) (CB3601085128)

Conditioning for first semester sophomore year of extracurricular activities such as varsity football, basketball, tennis, Apache Band, Apache Belles, cheerleaders, baseball and golf. Open to all students.

PHED 2102 (HK 221A) Athletics Conditioning (0-3) (CB3601085128)

Conditioning second semester for sophomore year of extracurricular activities such as varsity football, basketball, tennis, and Apache Band, Apache Belles, cheerleaders, baseball and golf. Open to all students.

PHED 2103 (HK 221E) Intermediate Tennis (0-3) (CB3601085128)

Assumes student possesses scoring, rules and stroke ability; covers stroke improvement and strategy.

PHED 2104 (HK 211F) Adaptive Physical Conditioning (0-3) (CB3601085128)

Designed for students with unique physical needs, such as multiple sclerosis, blindness, physician restrictions.

PHED 2105 (HK 211H) Beginning Scuba Diving (0-3) (CB3601085328)

Leads to YMCA certification which will enable the rental of scuba gear.

PHED 2106 (HK 2111) Beginning Softball (0-3) (CB3601085128)

Introduction to softball; teaches fundamentals of fielding and batting.

PHED 2108 (HK 211K) Beginning Basketball (0-3) (CB3601085128)

Fundamentals of shooting, dribbling, passing, defensive position, basic offensive plays.

PHED 2109 (HK 211L) Beginning Weight Training (0-3) (CB3601085128)

Introduction to weight lifting, covering basic safety, proper execution of lifts, basic anatomy and principles of muscular strength development.

PHED 2110 (HK 211M) Beginning Archery (0-3) (CB3601085128)

Introduces the archery tackle; presents fundamentals of holding the bow, drawing the bow, gripping the string and scoring.

PHED 2111 (HK 211N) Beginning Soccer (0-3) (CB3601085128)
Introduction to soccer covering position, basic rules, and basic ball skills.

PHED 2113 (HK 211Q) Beginning Golf (0-3) (CB3601085128)
Introduction to golf; covers grips, clubs, and proper swing.

PHED 2114 (HK 211R) Beginning Aerobic Dance (0-3) (CB3601085128)
Introduction to aerobic dance, covers basic fitness concepts, exercise and dance steps; includes physical assessments.

PHED 2115 (HK 211S) Swim Conditioning (0-3) (CB3601085128)
Designed for students who are using swimming to achieve physical fitness; covers basic physical fitness concepts, and assumes at least A.R.C. Intermediate Swimming level.

PHED 2116 (HK 211V) Beginning Volleyball (0-3) (CB3601085128)
Introduction to volleyball; teaches fundamentals of serving, passing, blocking, alignment of players, and rules.

PHED 2117 (HK 211W) Beginning Racquetball (0-3) (CB3601085128)
Introduction to racquetball; covers grip, rules, scoring, strokes, and shots.

PHED 2118 (HK 211Y) Beginning Bowling (0-3) (CB3601085128)
Introduction to bowling; covers rules, scoring, grips, approaches, deliveries and beginning aiming techniques.

PHED 2119 (HK 211Z) Beginning Martial Arts (0-3) (CB3601085128)
Introduction to a martial art form.

PHED 2121 (HK 221F) Adaptive Physical Conditioning (0-3) (CB3601085128)
Continuation of PHED 2104, based upon the needs of the student and physical ability.

PHED 2123 (HK 221H) Intermediate Scuba Diving (0-3) (CB3601085328)
The successful student will receive advanced YMCA certification. The class requires PHED 2105 or equivalent as a prerequisite.

PHED 2124 (HK 2211) Intermediate Softball (0-3) (CB3601085128)
Assumes ability to field and bat; further develop abilities to field, bat, and throw, and also learn scoring and strategy.

PHED 2126 (HK 221K) Intermediate Basketball (0-3) (CB3601085128)

Improves shooting, dribbling and passing; develops offensive and defensive strategies and skills.

PHED 2127 (HK 221L) Intermediate Weight Training (0-3) (CB3601085128)

Assumes basic knowledge of safety and lifting techniques; builds on these skills and expands lifting program developed in PHED 2109.

PHED 2128 (HK 221M) Intermediate Archery (0-3) (CB3601085128)

Improve basic techniques of archery, practice different classifications of target archery rounds.

PHED 2130 (HK 221Q) Intermediate Golf (0-3) (CB3601085128)

Assumes knowledge of grips, swing, clubs; will further improve swing, develop shot and ball placement capabilities.

PHED 2131 (HK 221R) Intermediate Aerobic Dance (0-3) (CB3601085128)

Assumes basic knowledge of fitness concepts, exercise, and dance steps, and adds more choreographic skills.

PHED 2132 (HK 221V) Intermediate Volleyball (0-3) (CB3601085128)

Assumes ability to serve, pass, and block; builds on these skills and introduces advanced alignments for offensive and defensive strategies.

PHED 2133 (HK 221W) Intermediate Racquetball (0-3) (CB3601085128)

Assumes current ability to score and execute basic shots; leads to further development of shots and teaches strategy.

PHED 2134 (HK 221Z) Intermediate Martial Arts (0-3) (CB3601085128)

Advanced study and development of skill in a martial art form.

Health and Kinesiology

Theory Courses:

PHED 1301 (HK 113H) Introduction to Kinesiology (3-0) (CB3105015228)

Orientation to the field of health, kinesiology, human performing sport sciences and recreation.

PHED 1304 (HK 123H) Personal Health (3-0) (CB5103015128)

A presentation of current scientific and technical information related to health with emphasis on developing a functional attitude about consumer health, nutrition, mental health, tobacco, alcohol and drugs, family life, environmental health and disease.

PHED 1305 (HK 223E) Community Health (3-0) (CB5103015128)

A presentation of current scientific and technical information related to community services and public health agencies.

PHED 1305 (HK 213A)

First Aid (3-0) (CB5103015328)

American Red Cross First Aid and/or CPR certifications with emphasis on recognizing and avoiding hazards, rendering intelligent assistance in emergencies, developing skills for immediate and temporary care of the victim.

PHED 1308 (HK 213F) Sports

Officiating (3-0) (CB1202045128)

Emphasis on officiating basketball, football and other sports.

PHED 1346 (HK 223D) Drug Use and Abuse (3-0) (CB5103015228)

The study of use and abuse of drugs in today's society with emphasis on physio-logical, sociological and psychological factors.

History

Students majoring in history should see a Tyler Junior College faculty advisor for help in completing a course plan.

HIST 1301 (HST 213) History of the United States (3-0) (CB4508025142)

A general survey of the history of the United States from 1492 to 1865. This course is also offered through instructional television.

HIST 1302 (HST 223) History of the United States (3-0) (CB4508025142)

A general survey of the history of the United States from 1865 to the present. This course is also offered through instructional television.

HIST 2303 (HST 223T)**Texas History (3-0) (CB4508025242)**

A survey of the history of Texas from the Spanish period to the present while emphasizing Anglo-American settlement, the revolution, the republic and later development.

HIST 2311 (HST 113A)**Western Civilization in Medieval Times (3-0) (CB4508015442)**

A standard western civilization survey of the cultural, political and institutional development of the nations of Europe from antiquity to the Renaissance.

HIST 2312 (HST 123A)**Western Civilization in Modern Times (3-0) (CB4508015442)**

A continuation of HIST 2311 including standard western civilization-cultural development of the nations of Europe from the Renaissance to modern times.

HIST 2341 (HST 223A)**The Civil War and Reconstruction (3-0) (CB4508015642)**

Studies the causes, course and results of the war while emphasizing the Confederacy, military campaigns and Reconstruction; may be substituted for either HIST 1301 or HIST 1302.

Home Economics

A student majoring in home economics should see a Tyler Junior College faculty advisor for help in completing a course plan.

HOEC 1311 (HE 123S) Social Fundamentals (3-0) (CB3501015133)

Introductions, correspondence, table manners, dating problems, weddings and informal and formal entertaining.

HOEC 1315 (HE 113A) Principles of Food Selection and Preparation (2-4) (CB1905015133)

Selection and preparation of foods, nutritive values and cost of foods.

HOEC 1320 (HE 113C) Textiles (3-2) (CB2003015233)

A study of fibers, fabrics and finishes for application in choices of clothing fabrics and home furnishings.

HOEC 1322 (HE 123C)**Nutrition (3-0) (CB1905025133)**

Principles of human nutrition applied to the family, community nutrition problems, chemistry, physiology and economics of nutrition.

HOEC 1325 (HE 1231)**Interior Design I (3-0) (CB1906035133)**

Home furnishings and solutions to problems of interior decoration.

HOEC 1328 (HE 113S) Clothing Construction I (2-2) (CB2003015133)

Construction techniques for home furnishings and apparel.

HOEC 1329 (HE 123B) Clothing Construction II (2-4) (CB2003015133)

Selection, construction and alteration of apparel.

HOEC 1370 (HE 123A) Meal Management (2-4) (CB1905015133)

A course for majors in home economics or hotel and restaurant management about planning, managing and serving meals.

HOEC 1371 (HE 123D) Intermediate Food Preparation (2-2) (CB1905015133)

Selection and preparation of gourmet and foreign foods.

HOEC 1372 (HE 123F) Gourmet Food Preparation (2-2) (CB1905015133)

Continuation of HOEC 1328 with emphasis on gourmet food preparation.

HOEC 2311 (HE 113B) Fashion Fundamentals (3-2) (CB0801025133)

Color and design applied to selection and planning of apparel.

HOEC 2370 (HE 123P) Consumer Science (3-0) (CB1904025133)

Consumer goods and services related to the home, family purchases, advertising, commodity information, merchandise standardization, branding, grading and marketing.

TJC Trivia

*Opening day enrollment at
TJC included only ninety-
three students and just nine
faculty members.*

Horticulture 5026

Horticulture is the science and art of growing plants for intensive food production, aesthetic value, environmental improvement, or social-therapeutic effects. Students, in consultation with faculty advisors, may choose from three courses of study: associate of applied science in horticulture sciences, certificate program in horticulture/landscape technology, or certificate program in floral design and operation.

HORT 1301 Plant Identification (2-2)

Identification of trees, shrubs and vines used in Texas landscapes. Course includes scientific names, common names, growth habits, form and texture.

HORT 1309 Seminar/ Cooperative Training (1-20)

A training plan will be developed for each student for their on-the-job training. **Prerequisite:** Completion of 15 hours of HORT courses.

HORT 1321 Interiorscaping (2-2)

Identification, culture, use of ornamental herbaceous plants in homes, indoor and outdoor gardens, shopping malls and other commercial buildings and conservatories.

HORT 1322 Floral Design I (2-4)

Basic principles of floral design using fresh flowers and other materials to create basic corsages, boutonnieres, homecoming mums and floral arrangements.

HORT 1323 Turfgrass Management (2-2)

Establishment and maintenance concepts for turfgrass installation, mowing, fertilizing, irrigation and soil preparation.

HORT 2303 Irrigation (Sprinkler Systems) (2-2)

Fundamentals of sprinkler system design, installation, maintenance. Irrigation practices for turfgrass, nurseries, home and business sites. Course helpful in preparing for state irrigator license examination.

HORT 2304 Fruit and Vegetable Production (2-2)

This course is a comprehensive study of the fruit and vegetable industry in Texas and the United States. The topics of study will include climatic requirements, growth, characteristics, cultural practice and pest control.

HORT 2312 Floral Design II (2-4)

Principles of floral arrangement design using silk, fresh, dried and cut flowers.

Prerequisite: HORT 1322 or consent of program director.

HORT 2313 Plant Propagation (2-2)

Theory, methods and materials necessary for plant reproduction. Greenhouse experience in plant propagation by seed, cutting, layering and grafting.

HORT 2321 Landscape Construction and Management (2-2)

Planning of landscape operations, installation, care of plant materials, construction of landscape features, installation of drainage and irrigation systems.

HORT 2322 Integrated Pest Management (2-2)

Commercial methods of plant problem diagnosis and treatment, insect identification, plant diseases, appropriate treatments, chemicals and fertilizers used in horticulture industry.

HORT 2324 Special Problems—Horticulture (2-2)

Individual study or a project in some field related to horticulture.

HORT 2325 Landscape Design (2-2)

Basic principles, practices and concepts of landscape design, preparation of plan, specifications and cost estimates. **Prerequisite:** HORT 1301 and 2321.

Human Services (8029)

(Substance Abuse Counselor Option)

The substance abuse counselor-option which incorporates a core of human services courses is designed to provide graduates the educational experiences required for an individual to take the state examination leading to a license from the Texas Commission on Alcohol and Drug Abuse (TADAC). Students are offered the option of completing only the certificate or applying all of those courses toward the associate of applied science degree.

HUMS 1301 Introduction to Human Services (3-0)

A survey of the basic concepts, information, and practices within the human services fields. Specifically, social, legal, and clinical definitions, a review of current information regarding the causes, and current methods of treatment and/or services for persons determined to be in need of human services in the state of Texas.

HUMS 1321 Interviewing and Counseling I (3-0)

Emphasizes the skills necessary for conducting an interview or counseling session. Communication skills will be developed.

HUMS 2201 Interviewing and Counseling II (2-2)

Primary focus is on basic human defense mechanisms and how to recognize/overcome psychological barriers to communication during counseling sessions.

Prerequisite: HUMA 1321

HUMS 2204 Management of Aggressive Behavior (2-0)

Designed to prepare the service provider to respond appropriately and effectively to client aggressive behaviors. Includes discussion of the legal rights and protection of clients and of human services providers, the effectiveness of various intervention strategies, and basic strategies for the prevention and management of aggressive behaviors, including defensive protection skills.

HUMS 2303 Field Observation (2-8)

Intended for the second year student, this course allows the prospective human services provider to observe daily routines at facilities providing services in the area the student is interested in working.

Prerequisite: Sophomore standing or consent of program director.

HUMS 2322 Internship (1-20)

Based on an individualized development plan, this course provides supervised placement of students into positions related to their vocational interests. The purpose is to allow students to develop general and specific knowledge and competencies necessary for entry into the human services field of their

choice. A concurrent seminar will emphasize the development of observational skills, self-awareness, an understanding of the "helping process", case management process, and working within a bureaucratic service setting.

ADAC 1202 Core Functions for Addiction Counseling (2-0)

Course will introduce the twelve core functions required for competency based counseling. Emphasis will be placed on application of these functions in counseling situations.

ADAC 1203 Introduction to Substance Abuse (2-0)

Course will explore the sociological and behavioral impact substance abuse has in society. Terminology and drug categories are discussed.

ADAC 1221 Pharmacology and Addiction (2-0)

The psychological and physiological effects of substances and their implications for the addiction process. The pharmacological implications of tolerance, withdrawal, cross-addiction, drug interaction, behavioral patterns, and treatment options. Also included will be recent findings in fetal alcohol/drug syndrome.

ADAC 1222 Addiction Counseling Techniques (2-0)

A survey of leading counseling theories and modalities used in treating addiction. Opportunities to practice these skills in the classroom will be provided. Additionally, crisis intervention techniques will be studied.

Prerequisite: HUMA 1321 and HUMA 2201 or department approval.

ADAC 1223 Recovery Dynamics (2-0)

Course will provide students with a variety of topics related to recovery such as relapse prevention, 12-step programming, aftercare methods, and prevention theories. The aspects of counselor self-care will also be studied. (Attendance at 12-step meetings required).

ADAC 2101 Current Topics Seminar (1-0)

Intended for the final semester student, course provides information and practice for TAADAC oral and written exams, as well as case presentation.

ADAC 2123 Issues in Addiction Counseling (1-0)

The latest information and techniques concerning HIV/AIDS, sexual abuse, counselor ethics, cultural sensitivity and awareness, compulsive gambling, and their impact on substance abuse counseling.

ADAC 2202 Dual Diagnosis for Substance Abuse Counselors

Three major classifications used in dual diagnosis: Mental illness, mental retardation, and substance abuse; DSM IV diagnostic criteria; and treatment strategies and/or referral process.

ADAC 2321 Dynamics of the Chemi- cally Dependent Family

Explores the dynamics of the family in relation to addiction and recovery. Focuses on the family as a system, codependency and adult/childrens issues, and intervention/counseling skills.

Humanities

HUMA 1301 (HUM 113) Appreciation of the Humanities (3-0) (CB2401035142)

An interdisciplinary, multi-perspective assessment of cultural, philosophical and aesthetic factors critical to the formulation of the values that have shaped the historical development of the individual and of society.

HUMA 1302 Appreciation of the Humanities (CB2401035142)

A continuation of HUMA 1301.

Industrial and Commercial Maintenance 6225

This program is designed to provide students with the fundamental skills required for entry-level employment in modern industry, business and hospital facilities as a general maintenance technician. Participants will be trained through a broad-based curriculum and acquire competencies pertinent to performing at appropriate levels in electronics, welding, hydraulics, pneumatics, air conditioning, plumbing and other related areas.

Students may choose from the two-year associate of applied science degree program or the specialized certificate curriculum.

INCM 1401 (IND 112) Industrial Blueprint Reading (4-0)

Covers blueprints found in the industrial/commercial setting. Includes views, projections, symbols, etc., for piping electrical, electronic, welding, mechanical and structural prints.

INCM 1302 (IND 113S) Industrial Safety and Hygiene (3-0)

A study of safety and hygiene in the industrial environment including contaminants, hazardous materials, noise, fire, smoke, radiation, electricity, rigging and corrosives with an overview of the Occupational Safety and Health Act (OSHA).

INCM 1303 (IND 123P) Industrial and Commercial Plumbing (2-4)

A study of the plumbing codes and principles applicable to the industrial and commercial setting to include boilers, plumbing, pipefitting tools, valves, tanks, vessels and steam heating systems.

INCM 1306 Introduction to Metallurgy (3-0)

Covers physical, mechanical properties of metals; includes production, refining, testing and treatment of ferrous and non-ferrous metals.

INCM 2301 (IND 213H) Hydraulics and Pneumatics (2-4)

An introduction to pneumatics and hydraulics including terminology, identification and the function of system components as well as system troubleshooting.

INCM 2302 (IND 223I) Internship (1-20)

Open only to industrial and commercial maintenance majors in their third or fourth semester. Provides 20 hours of on-the-job training each week.

INCM 2303 (IND 223M) Motor Maintenance and Repair (2-4)

Principles and applications of maintenance and troubleshooting procedures as related to motors, drive lines, shafts and other industrial/commercial equipment components.

INCM 2304 (IND 223R)
Industrial Mechanics (2-4)

Procedures related to the repair and maintenance of industrial and commercial equipment to include the use of precision measuring instruments and principles of pumps, seals, gear boxes, bearings, shaft alignment and lubrication.

Interpreter Training (8047)

This program is designed to prepare graduates for a career as interpreters in the deaf community. Students will receive didactic instruction and practice time in the classroom and "real world" experience through the practicum in their fourth semester.

Students successfully completing the program will receive either a certificate of proficiency or an associate of applied science degree and will be qualified to take the state certification examination offered by the Texas Commission for the Deaf and Hearing Impaired.

SIGN 1101 Fingerspelling (1-2)

Develops the ability to produce and read fingerspelling.

SIGN 1301 Introduction to Deafness (3-0)

Provides an overview of deafness and hearing impairment as it relates to interpreters and paraprofessional roles within the field of deafness. Topics include communication, culture and current issues/laws.

Prerequisite: 10th grade reading level.

SIGN 1302 American Sign Language I (3-3)

Sign language and fingerspelling are introduced. Practice and experience in developing expressive and receptive skills are provided. (SGNL 1301 and SIGN 1302 cannot both be counted for credit.)

SIGN 1321 American Sign Language II (3-3)

Receptive and expressive fingerspelling skills are increased. Basic vocabulary is expanded, and idioms are introduced. (SGNL 1302 and SIGN 1321 cannot both be counted for credit)

Prerequisite: SIGN 1302 or SGNL 1301.

SIGN 1322 Interpreting I (3-0)

Introduces basic theories, practices of interpreting, focusing on interpreting

skills. Role playing and simulated interpreting experiences are included.
Prerequisite: SIGN 1302.

SIGN 1323 Educational and Special Signs I (3-0)

Provides students with knowledge of specialized signs, particularly educational signs.

Prerequisite: SIGN 1302.

SIGN 1324 Psychosocial Aspects of Deafness (3-0)

Focuses on exploration of the psychosocial aspects of deafness. Learning theory, communication theory and culture are addressed.

Prerequisite: SIGN 1301.

SIGN 2301 American Sign Language III (3-3)

Students will study the linguistic aspects of American Sign Language; increase vocabulary and learn "idiomatic" sign language expressions. (SGNL 2301 and SIGN 2301 cannot both be counted for credit.)

Prerequisite: SIGN 1321 or SGNL 1302.

SIGN 2302 Special Topics in Deafness (3-0)

Designed to provide understanding of interpreting with various systems and various handicaps in addition to deafness. A survey of organizations and resources is included.

Prerequisite: SIGN 1322.

SIGN 2303 Interpreting II (3-0)

Covers principles and ethics of interpreting/transliterating. Role play and simulated experience with expressive and receptive signing are emphasized.

Prerequisite: SIGN 1322.

SIGN 2304 Educational and Special Signs II (3-0)

Emphasis is fluency in sign systems used in schools and understanding of ethics and professional responsibilities. Other related signs are studied.

Prerequisite: SIGN 1323.

SIGN 2321 American Sign Language IV (3-3)

Students will study advanced aspects of ASL both expressive and receptive. Emphasis will be on fluency. (SGNL 2302 and SIGN 2321 cannot both be counted for credit.)

Prerequisite: SIGN 2301 or SGNL 2301.

SIGN 2322 Interpreting III 3-0)

Emphasis for this class is on expressive and receptive fluency in various interpreting situations. Application of ethics is also covered.

Prerequisite: SIGN 2303.

SIGN 2323 Practicum (1-20)

Practicum involves working with the deaf in supervised interpreting situations.

Course content is primarily applied practicum experiences in specific areas of interest.

Prerequisite: SIGN 2303 and demonstrated competence approved by the instructor.

Journalism

A student majoring in journalism should see a faculty advisor for help in completing a course plan. See Radio/TV for other courses in electronic journalism.

COMM 1131 (JRN 121M)**Publications (1-1) (CB090415426)**

An introduction to magazine design and layout with practical experience on the *TJC Touchstone* magazine. This course has no prerequisites and is open to all students.

COMM 1132 Publications II (1-1)

An introduction to desktop publishing, newspaper layout and design with practical experience on the *TJC News* newspaper. Required of students enrolled in COMM 2311, open to others. No prerequisites.

COMM 1133 Publications III (1-1)

Advanced newspaper or magazine design and layout with practical experience on *TJC News* or *TJC Touchstone*.

Prerequisite: COMM 1131 or 1132.

COMM 1134 Publications IV (1-1)

Advanced newspaper design and layout with practical experience on *TJC News*. Students must also be enrolled in COMM 2315 or 2309.

Prerequisite: COMM 1132.

COMM 1307 (JRN 113) Mass**Communication (3-0) (CB0904035126)**

An introduction to mass communication and the mass media. Open to all students.

COMM 1316 (JRN 123P)**Photojournalism (2-3) (CB0804015526)**

A beginning course about reporting with the camera, basic black and white press photography instruction emphasizing 120 and 35mm cameras, picture composition, developing and printing.

Students may not receive credit for both COMM 1316 and GRAA 1301.

COMM 1335 (JRN 113E) Survey of**Radio/Television (3-0) (CB0904035226)**

A study of the development, regulation, economics, social responsibilities and industry practices in broadcasting and cable communication, non-broadcast television, new technology and other communication systems. Open to all students.

COMM 2309 (JRN 223)**Editing (3-2) (CB090405126)**

Theory and practice in news writing, copy editing, headline writing and layout; includes lab practice.

Prerequisite: COMM 2311 and/or 2315.

COMM 2311 (JRN 113C) News Gather-**ing Writing I (3-2) (CB0904015726)**

Fundamentals of writing and information gathering for the mass media; develops the student's news sense and judgment; includes lab practice in gathering and writing news. Open to all students. Concurrent enrollment in COMM 1132 required.

COMM 2315 (JRN 213) General**Reporting (3-2) (CB0904015826)**

The study and practice of news writing and reporting; includes lab practice in gathering and writing news.

Prerequisite: COMM 2311.

COMM 2327 (JRN 123) Principles of**Advertising (3-0) (CB0902015126)**

An introductory survey of the basics of advertising for print and electronic media. Open to all students.

COMM 2332 (JRN 123E) Radio and**Television News Writing (3-2)**

(CB0904025226)

The preparation of news copy for radio and television, news style for electronic media, spot news, feature reporting, interviewing and assembling a newscast; includes lab practice in writing news. No prerequisite required.

Legal Assistant 5828

Students successfully completing this program receive the associate in applied science degree and will be well prepared for a career as a legal assistant. The National Association of Legal Assistants, Inc., has defined the legal assistant:

"Under the supervision of a lawyer, the legal assistant shall apply knowledge of law and legal procedures in rendering direct assistance to lawyers, clients and courts; design, develop and modify procedures, techniques, services and processes; prepare and interpret legal documents; detail procedures for practicing in certain fields of law; research, select, assess, compile and use information from the law library and other references; and analyze and handle procedural problems that involve independent decisions."

LEGL 1101 (LA 111E) Legal Ethics (1-0)

The moral responsibilities and duties which a member of the legal profession owes to the public, to the court, to professional brethren and to clients.

LEGL 1311 (LA 113A)

Introduction to the Legal System (3-0)

Comprehensive study of the legal system and the role of the legal assistant within the system.

LEGL 1320 (LA 123) Legal Writing (3-0)

Understanding of purpose and preparation of legal memoranda, proper forms for legal citations, drafting of intraoffice memoranda and other legal documents.

Prerequisite: LEGL 1325 Legal Research.

LEGL 1321 (LA 123A) Legal Interviewing and Human Relations (3-0)

Provides training in interviewing, negotiation and human relations concepts.

LEGL 1325 (LA 123R)

Legal Research (3-3)

The major techniques and tools of legal research.

LEGL 1329 (LA 123B) Tax Law (3-0)

Introduction to processes and procedures under the Internal Revenue Code.

LEGL 2310 (LA 213B)

Wills, Estate Probate (3-0)

The legal concept of wills and trusts, the fundamental principles of law applicable to each, organization and jurisdiction of the probate court and an analysis of estate administration and fiduciary accounting.

Prerequisite: LEGL 1311.

LEGL 2313 (LA 123D) Family Law (3-0)

Comprehensive study of family law which includes the use of family court forms, preparation of pleadings and proposed decrees, drafting of property settlement agreements and the use of interviewing checklists.

Prerequisite: LEGL 1311.

LEGL 2314 (LA 223R)

Advanced Legal Research (3-3)

Advanced legal research methodologies/projects.

Prerequisite: LEGL 1311 and 1325.

LEGL 2315 (LA 213C)

Constitutional Law (3-0)

Provides working knowledge of the federal constitution, the federal system and the states and the supremacy of federal law.

Prerequisite: Credit for or enrollment in LEGL 1311.

LEGL 2316 (LA 213W) Insurance (3-0)

Basic principles of insurance law including automobile insurance, homeowners' insurance, bad faith insurance practices and the Texas worker's compensation statutes.

Prerequisite: Credit for or enrollment in LEGL 1311.

LEGL 2317 (LA 123C) Criminal Law (3-0)

Provides understanding of the provisions of the State Criminal Code and other statutory provisions relating to criminal acts and details the operation of the court system under various criminal offenses.

LEGL 2318 (LA 223B) Internship (1-20)

Actual work experience in an attorney's office.

Prerequisite: Sophomore year or approval by program director and an approved law office.

LEGL 2319 (LA 223D) Bankruptcy (3-0)

A study of the Bankruptcy Act and the procedure for supervision by a federal court for dealing with insolvent debtors.

LEGL 2320 (LA 223) Litigation (3-0)

Principles of trial preparation for civil and criminal cases as well as how to draft pleadings, motions and other documents required in civil or criminal action.

Prerequisite: LEGL 1311 and working knowledge of WordPerfect.

LEGL 2321 (LA 223A) Law Office Management and Procedures (3-0)

Principles and practices of law office management, legal accounting practices, civil and criminal procedures.

Prerequisite: LEGL 1311.

LEGL 2322 (LA 223C) Corporation and Commercial Law (3-0)

Basic law of contracts, partnerships and corporations with emphasis on drafting documents for the formation and continuation of Texas business entities.

Prerequisite: LEGL 1311.

LEGL 2323 Real Estate Law (3-0)

A survey of Texas real estate law including the origins of the Texas system of ownership, estates in land, conveyancing, recordation of documents, title examination and liens and encumbrances.

Prerequisite: LEGL 1311.

LEGL 2370 Special Topics (3-0)

Topics that illustrate practical applications of new and emerging technologies of legal principles and organizational concepts utilized in a law office.

TJC Trivia

The TJC football team wasn't always known as the Apaches. In 1928 the student body voted down the unofficial name of "Buccaneers" in favor of the new title.

Mathematics

The mathematics courses at Tyler Junior College have been carefully designed to meet the needs of students in specific areas of study, such as technology, liberal arts, business, elementary education, science, engineering and mathematics. A student may take mathematics courses at Tyler Junior College that are equivalent to the courses he/she would take during his/her first two years at a senior institution.

Four semesters are required for the completion of the calculus sequence. Students who do not have credit in MATH 2312 and MATH 1316 are advised to complete these courses during the summer preceding their freshman year.

Note: A grade of "C" or better must be made in each mathematics course in order to continue in any mathematics sequence. A student majoring in mathematics should see a Tyler Junior College faculty advisor for help in completing a degree plan.

MATH 0301 (MTH 013M) Developmental Math I (3-1) (CB3201045137)

Whole numbers, fractions decimals ratio and proportion, percent, denominate numbers, signed numbers, linear equations, word problems, properties of exponents, operations with polynomials.

MATH 0302 (MTH 023M) Developmental Math II (3-1) (CB3201045137)

Review of arithmetic, operations with real numbers, solving equations and inequalities, exponents and polynomials, factoring, rational expressions, graphing linear equations, roots and radicals, word problems.

Prerequisite: MATH 0301 or acceptable placement test score.

MATH 0303 (MTH 033M) Developmental Math III (3-0) (CB3201045137)

Linear equations and inequalities, exponents and polynomials, rational expressions, radicals and roots, quadratic equations, systems of linear equations, parabolas, relations and functions, review of plane geometry, applications.

Prerequisite: MATH 0302 or acceptable placement test score.

MATH 0104 (MTH 041M)**Algebra Review (1-0) (CB3201045137)**

Review of algebra topics including quadratic equations and functions, rational expressions and systems of equations.

Prerequisite: Consent of program director.

MATH 1314 (MTH 113A)**College Algebra (3-0) (CB2701015437)**

Mathematical models; functions, equations and graphs of functions (linear, quadratic, exponential and logarithmic). Systems of linear equations and inequalities, linear programming and matrix algebra. (For non-math/science majors)

Prerequisite: MATH 0303 or acceptable placement test score.

MATH 1316 (MTH 113B)**Trigonometry (3-0) (CB2701015337)**

Angular measure, functions of angles, radian measure, derivation of formulas, identities, solutions of triangles, equations, inverse functions and complex numbers.

Prerequisite: MATH 2312 or MATH 2312 and MATH 1316 concurrently with acceptable placement test score.

MATH 1324 (MTH 113K)**Finite Mathematics for Business**

(3-0) (CB2703015237)

Relations, functions, graphing, equations, inequalities, matrices, permutations, combinations, probability and mathematics of finance.

Prerequisite: MATH 1314 or acceptable placement test score.

MATH 1325 (MTH 123K) Mathematical Analysis for Business (3-0)

(CB2703015237)

Exponents and radicals, quadratic, exponential and logarithmic functions, graphing, sequences, differential and integral calculus with applications.

Prerequisite: MATH 1324 or consent of program director.

MATH 1332 (MTH 113G)**Introduction to Modern Mathematics I (3-0) (CB2701015137)**

Sets, topics from elementary number theory, rational numbers, decimals, real number system, systems of numeration, metric system and topics from consumer mathematics.

Prerequisite: MATH 0303 or acceptable placement test score.

MATH 1333 (MTH 123G)**Introduction to Modern Mathematics II (3-0) (CB2701015137)**

Real numbers, linear equations and inequalities, functions and graphs, systems of linear equations, quadratic equations, plane geometry, counting techniques, probability and statistics.

Prerequisite: MATH 1332.

MATH 1342 (MTH 223S) Introduction to Statistics (3-0) (CB2705015137)

Collection, tabulation and analysis of data, probability, normal and binomial distributions, linear regression and correlation, testing of hypothesis and utilization of computers in statistical application.

Prerequisite: MATH 0303 or acceptable placement test score.

MATH 2312 (MTH 113P)**Precalculus (3-0) (CB2701015837)**

Application of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic and trigonometric functions. (For math/science majors)

Prerequisite: MATH 0303 or acceptable placement test score.

MATH 2313 (MTH 213A) Calculus I with Analytic Geometry (3-1) (CB2701015937)

The line, circle, algebraic curves, limits, continuity, the derivative, applications of the derivative, the differential, and the indefinite integral.

Prerequisite: MATH 2312 and MATH 1316 or acceptable placement test score.

MATH 2314 (MTH 213B) Calculus II with Analytic Geometry (3-1) (CB2701015937)

Indefinite integral, definite integral with applications including areas, volumes, centroids, work, arc length and fluid pressure, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions and techniques of integration.

Prerequisite: MATH 2313.

MATH 2315 (MTH 223C) Calculus III with Analytic Geometry (3-1) (CB2701015937)

Techniques of integration, polar coordinates, indeterminate forms, improper integrals, parametric equations, vectors in two and three dimensions, vector representation of lines and planes and vector valued functions.

Prerequisite: MATH 2314.

MATH 2316 (MTH 223D) Calculus IV with Analytic Geometry (3-1) (CB2701015937)

Taylor's formula, infinite series, differential calculus of functions of several variables, directional derivatives, gradients, multiple integration, Lagrange multipliers, introduction to vector calculus.

Prerequisite: MATH 2315.

MATH 2320 (MTH 223) Differential Equations (3-0) (CB2703015137)

Equations of the first order and degree, linear differential equations, operational methods, higher order equations, Laplace transforms and applications of differential equations.

Prerequisite: MATH 2315.

TMTH 1301 (MTH 123E) Applied Mathematics (3-0) (CB9421)

Application of algebra to solve physical problems in various technical fields. Topics include: algebraic operations, linear equations, factoring, algebraic fractions, graphs, systems of linear equations, exponents and scientific notation, roots and radicals, quadratic equations.

Prerequisite: MATH 0302 or acceptable placement test score. This math course cannot be used to satisfy college level math requirement for associate in arts degree.

TMTH 1302 (MTH 113T) Applied Trigonometry (3-0) (CB9421)

Rectangular coordinate system, trigonometric functions and graphs, fundamental trigonometric identities, solutions of right triangles, elementary vectors and applications.

Prerequisite: TMTH 1301 or MATH 0303 or acceptable placement test score. This math course cannot be used to satisfy college level math requirement for associate in arts degree.

Medical Laboratory Technology 8028

Tyler Junior College offers a two-year program designed to provide understanding, proficiency and skill in medical technology. Upon completion of the program, the student will be granted an associate in applied science degree and is eligible to apply for admission to sit for the certification examination administered by the American Society of Clinical Pathologists (ASCP).

A balanced curriculum of general education and medical laboratory technology courses offers the student an opportunity for cultural development as well as occupational competence. Clinical instruction is given at assigned affiliate hospitals under the general supervision of the faculty employed by Tyler Junior College.

When a student has completed the program he/she should be able to perform in all areas of the clinical laboratory. A minimum grade of 75 (C) is required on all medical laboratory technology courses.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having not received a "C" or better in **any prerequisite course**, the student may not progress until the deficiency has been removed.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this *Catalog*.

MELT 1301 (MED 113) Basic for Allied Health Service (3-9)

Introduction to medical laboratory technology and study of hematology.

MELT 1321 (MED 123) Clinical Microbiology (3-9)

Methods and equipment used in clinical bacteriology.

Prerequisites: MELT 1301, BIOL 2420 or permission of program director.

MELT 1322 (MED 123A) Special Clinical Microbiology (3-6)

Methods in parasitology and mycology.

Prerequisites: MELT 1301, BIOL 2420 or permission of program director.

MELT 1331 (MED 123S)**Clinical Practice I (8-10) (5 weeks)**

Methods in advanced hematology and urinalysis with laboratory applications and basic instruction in the use of computers.

MELT 2301 (MED 213A)**Medical Laboratory Techniques I (3-3)**

Clinical immunology with laboratory applications.

MELT 2302 (MED 213C)**Clinical Chemistry (3-6)**

Chemistry related to the clinical laboratory.

MELT 2321 (MED 223A)**Medical Laboratory Technique II (3-6)**

Blood banking and coagulation techniques with laboratory application.

MELT 2621 (MED 226)**Clinical Practice II (1-19)**

Clinical laboratory experience in A.M. training under the supervision of College faculty.

MELT 2622 (MED 226A)**Clinical Practice III (1-19)**

Clinical laboratory experience in P.M. training under the supervision of College faculty.

MELT 2631 (MED 216S)**Clinical Practice IV (0-40) (6 weeks)**

Clinical laboratory experience in areas of specialization under the supervision of College faculty.

Medical Office Management 5827

The medical office management program is designed to provide health care facilities with professionally trained individuals in management who will promote the smooth operation of an office or department within a health care agency.

These managers, during the course of overseeing the day-to-day operation, will practice effective human relations, maintain an efficient records management system and utilize a variety of office equipment that will facilitate the administrative functions of the medical department/ medical office.

Students who successfully complete this nine-month program and make application to the registrar's office will receive a certificate of proficiency.

MOMG 1301 (MOM 113)**Medical Terminology I (3-0)**

An introduction to the principles of medical terminology and the classes of word elements as building blocks for a medical vocabulary which includes medical terminology relating to specific systems of the body with emphasis on material found in medical records. (Same as MEDR 1301)

MOMG 1302 (MOM 113A)**Medical Office Procedures I (3-0)**

Human relations and patient education, records management systems, telephone techniques, preparation for employment, development of an office procedures handbook, handling of correspondence and other applicable office procedures.

MOMG 1321 (MOM 123)**Medical Terminology II (3-0)**

Continued principles of medical terminology and the classes of word elements as building blocks for a medical vocabulary which includes medical terminology relating to specific systems of the body with emphasis on material found in medical records.

(Same as MEDR 1321)

Prerequisite: MOMG 1301.

MOMG 1322 (MOM 123A)**Medical Office Procedures II (3-0)**

Bookkeeping systems, pegboard accounting, billing, collections, claims processing, direct claims resolution, insurance terminology, processing of insurance claims, profiles, coding and general guidelines for answering patients' questions about insurance.

MOMG 2301 Medical Transcription (2-2)

Transcription and management of documents utilizing medical terminology unique to specific body systems.

Prerequisite: OFFT 1325 or high school word processing.

Medical Record Technology 5827

Health Information Technology

The medical record technician works in a hospital, clinic, nursing home or other health facility and is responsible for many aspects of preparing, analyzing and preserving health information needed by the patients, by the hospital and by the public. The duties include reviewing medical records for completeness and accuracy and also translating diseases and operations into the proper coding symbols.

They include filing medical records, preparing records, typing reports of operations, X-rays and laboratory examinations, history and physical examinations and discharge summaries, compiling statistics, assisting the medical staff by preparing special studies and tabulating data from records for research. Supervising the day-to-day operation of a medical record department, taking records to court and maintaining the flow of health information to departments of the hospital are also part of the total work picture.

Students successfully completing the two-year program are eligible to receive an associate of applied science degree in Medical Record Technology and apply for the Accredited Record Technician (ART) exam. The program is accredited by the Council on Accreditation of the American Health Information Management Association (AHIMA). Those who choose may receive a certificate of proficiency after completing the one-year certificate program and later return to complete the degree requirements.

Enrollment in this program is limited. See the Selected Admissions requirements in the admission section of this *Catalog*.

All required courses of the MRT program must be completed with a "C" or better in order to progress to the next level course.

MEDR 1201 (MR 122)

Directed Practice I (0-16)

Practical experience, under the guidance of a RRA or ART, in a medical records department. Students will utilize the knowledge and skills obtained in the classroom to gain a greater knowledge of the medical records field.

Prerequisite: Acceptance to program and completion of the first semester.

MEDR 1300 (MR 113A) Introduction to Medical Record Science (2-2)

Introduction to the hospital and the medical record. Discussion of the organization of the modern hospital with emphasis on the medical record and the medical record profession. Laboratory includes introduction to a simulated medical record department, its organization and function.

MEDR 1301 (MR 113)

Medical Terminology I (3-0)

Word elements as building blocks for a medical vocabulary and terms relating to skin, muscle, bone, gastrointestinal, respiratory, heart and blood vessels with special emphasis upon spelling and pronunciation.

MEDR 1321 (MR 123)

Medical Terminology II (3-0)

Continued word elements as building blocks for a medical vocabulary and terms related to gynecology, maternal, urogenital, eye, ear, nerves, psychiatric, geriatrics, endocrine and supplementary terms with special emphasis on spelling and pronunciation.

MEDR 1322 (MR 123A) Personnel Management in Healthcare (3-0)

Human relations and personnel problems as experienced in job and wage relations and in selection, training and supervision of employees in the medical setting.

MEDR 1324 (MR 123S)

Health Care Statistics (3-0)

Prepares the student to utilize various statistical formulas and data in reports for daily operation of the medical record department.

Prerequisite: MEDR 1300.

MEDR 2201 (MR 212)

Directed Practice II (0-16)

Continuation of MEDR 1201.

Prerequisites: MEDR 1201, 1322, 1323 and 1324.

MEDR 2221 (MR 222)

Directed Practice III (0-16)

Continuation of MEDR 2201.

Prerequisite: MEDR 2201.

MEDR 2301 (MR 213A)**Medical Transcription (2-2)**

Develops the medical transcription skills required in a medical environment and expands knowledge of medical terminology. Organized and presented on the basis of systems of the body. Transcription will consist of X-ray reports, medical reports and increasingly complex operative reports, including instruments used.

Prerequisites: MEDR 1300, 1301 or acceptance to certificate program.

MEDR 2302 (MR 213B)**Legal Aspects of Medical Records (3-0)**

Introduction to various indexes and registers, medical ethics and legal aspects of medical records. Special attention is given to authorizations, release of information and the handling of medical records in court; organization of the medical staff and medical staff committees; and requirements of the accrediting agencies.

Prerequisites: MEDR 1300, 1301.

MEDR 2304 Introduction to Human Diseases (3-0)

Introduction to symptoms, diagnosis, and treatment of human diseases by body systems.

Prerequisite: BIOL 2402.

MEDR 2321 (MR 223A)**Medical Record Coding I (2-2)**

Coding techniques of ICD9-CM, CPT-4 and DSM-4.

Prerequisites: BIOL 2402.

MEDR 2322 (MR 223B) Management Principles in Health Information (3-0)

Daily operations of the medical records department including scheduling, operating and capital budgets, short and long range planning, etc.

Prerequisites: MEDR 1323.

MEDR 2323 Medical Record Coding II (2-2)

Continuation of MEDR 2321.

Prerequisite: MEDR 2321.

MEDR 2324 Quality Improvement in Health Information (2-2)

Introduction to the Quality Improvement process in the healthcare setting with emphasis on health information.

Prerequisite: MEDR 2302.

Merchandising Management 5623

This program is designed for the individual who wishes to establish a firm educational foundation in the area of management in merchandising and retail settings. The curriculum is an applied course of study that meets the requirements of students preparing for management careers in merchandising and retailing companies, as well as the needs of returning students who wish to update or acquire new management skills.

Students who successfully complete the two-year program are eligible for the associate in applied science degree in merchandising management.

MCHD 2321 (MCH 213M) Merchandise Management and Buying (3-0)

Basic principles of management and inventory control of retailing and wholesaling including pricing, promotion, customer relations and location. Also addresses relationship of the buying process to other organization functions such as warehousing and shipping.

MCHD 2322 (MCH 223B) Facility Design and Merchandise Presentation (3-3)

Planning and layout of merchandise and retail facilities. Methods and techniques relating merchandising to points of purchase, profit and inventory.

MCHD 2380 (MCH 213A) Management Development Seminar I (1-20)**MCHD 2381 (MCH 223A) Management Development Seminar II (1-20)**

Supervised study providing practical experience and application of principles in various phases of business and economic activities. The work study environment is arranged by the student and approved by the instructor. An individual training plan will be developed for each student.

Prerequisite: Sophomore standing.

MCHD 2385 (MCH 223T) Special Topics in Merchandising (3-0)

Topics will reflect current theories and practices in merchandising settings. May be repeated for credit when topics change.

MCHD 2386 (MGT 223R) Retail Merchandising (3-0)

Covers the essential elements of organizing and operating the retail store with emphasis on the analysis of buying, pricing, credit, collection, promotion, display, inventory and control.

Microcomputer Service 8824

As microcomputers and electronic devices are employed in greater numbers in businesses, educational institutions, and homes, the need for microcomputer service technicians has increased. The microcomputer service curriculum is designed to prepare the student as a microcomputer service technician, fully competent to perform repair and maintenance of microcomputers, peripheral devices and networks. Many microcomputer service technicians are employed by microcomputer companies, while some technicians own their own businesses.

After successful completion of the first year, the student receives the certificate of proficiency. During the second year, students may continue toward the associate in applied science degree in electronic technology, with microcomputer service option.

MCRO 1311 DC/AC Principles for Microcomputer Equipment (3-3)

An introduction to DC electronic circuits and basic AC circuits with an emphasis on location, testing and replacement of defective components. Includes study of semiconductor electronic devices such as diodes, transistors and integrated circuits.

MCRO 1312 Electronic Circuits for Microcomputer Equipment (3-3)

A study of transistors and integrated circuits as incorporated in amplifiers, oscillators, power supplies and transducer circuits. Fundamentals of microcomputer-related audio and video circuit operation and troubleshooting techniques for location, testing and replacement of defective components.

Prerequisite: MCRO 1311.

MCRO 1321 Digital Principles for Microcomputer Equipment (3-3)

An introduction to digital logic devices and circuits including basic logic gates and logic circuit simplification. Includes fundamentals of clocked logic circuits found in microcomputer systems to include latches, flip-flops, counters, registers and associated troubleshooting techniques.

MCRO 1322 Microprocessor Concepts (3-3)

A study of microprocessors and related microcomputer components including random access memory, read-only memory, coprocessors and input/output devices. Includes circuits employed in microcomputer system boards, CRTs, interface boards and peripheral devices.

Prerequisite: MCRO 1321.

MCRO 1331 Microcomputer Hardware (3-3)

An introduction to the modular hardware components of the microcomputer including the disassembly and assembly of the microcomputer with an emphasis on terminology. Includes an exploration of microcomputer peripheral equipment such as printer, plotters and digitizers.

MCRO 1332 Microcomputer Networks (3-3)

Topology, hardware, software and protocols related to the installation, configuration and maintenance of microcomputer networks.

Prerequisite: MCRO 1331.

MCRO 1342 Data Communications (3-3)

Networks and telecommunications techniques for moving data, video and voice over microcomputer systems, including local area networks, wide area networks and modems.

Prerequisite: MCRO 1331.

MCRO 1352 Diagnostics and Troubleshooting (3-3)

Study of diagnostic software for troubleshooting microcomputer systems with an emphasis on a structured, logical approach to fault detection and correction. Includes restoring magnetic storage media.

Prerequisite: MCRO 1331, COSC 1307 and 1371.

MCRO 1372 Microcomputer Service Lab (1-10)

Laboratory program designed to provide observation and actual work experience in microcomputer service activities.

Prerequisite: MCRO 1311, 1321, 1331, COSC 1307 and 1371.

MCRO 2355 Current Topics in Micro-computer Technology (3-0) (16 weeks)

Exploration of advanced microcomputer techniques. Exploration of current issues in microcomputer technology.

Prerequisites: MCRO 1204, 1264, 1284, 1294 or consent of instructor.

MCRO 2356 Trends in Microcomputer Technology (3-0) (16 weeks)

A study of advanced microcomputer technology with an emphasis on future trends.

Prerequisites: MCRO 1204, 1264, 1284, 1294, 2555 or consent of instructor.

Modern Languages

A student majoring modern languages should see the modern language director for help in completing a course plan.

French

FREN 1300 (FR 113) **Conversational French I** (3-0) (CB1609015431)

An introduction to French language and culture through conversational patterns using audio-visual and communicative materials with emphasis on oral performance; for beginning students.

FREN 1310 (FR 123) **Conversational French II** (3-0) (CB1609015431)

A continuation of FREN 1300.

Prerequisite: FREN 1300 or equivalent.

FREN 1411 (FR 114) **Elementary French I** (3-2) (CB1609015131)

An audio-lingual and communicative approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

FREN 1412 (FR 124) **Elementary French II** (3-2) (CB1609015131)

A continuation of FREN 1411.

Prerequisite: FREN 1411 or equivalent.

FREN 2311 (FR 213) **Intermediate French I** (3-0) (CB1609015231)

An intensive review of French grammar, through readings in history, language and culture with audio cassettes and film; emphasis on oral language skills; conducted mainly in French.

Prerequisite: FREN 1412 or equivalent.

FREN 2312 (FR 223) **Intermediate French II** (3-0) (CB1609015231)

A continuation of FREN 2311.

Prerequisite: FREN 2311 or equivalent.

German

GERM 1411 (GER 114) **Elementary German I** (3-2) (CB1605015131)

The audio-lingual and communicative approach with extensive use of audio cassettes to teach all facets of the language in a cultural setting; for beginning students.

GERM 1412 (GER 124) **Elementary German II** (3-2) (CB1605015131)

A continuation of GERM 1411.

Prerequisite: GERM 1411 or equivalent.

Spanish

SPAN 1300 (SPN 113) **Conversational Spanish** (3-0) (CB1609055431)

An introduction to the Spanish language and Hispanic culture through conversational patterns using audio-visual and communicative materials with an emphasis on oral performance; for beginning students.

SPAN 1310 (SPN 123) **Conversational Spanish** (3-0) (CB1609055431)

A continuation of SPAN 1300. This course is also offered through instructional television.

Prerequisite: SPAN 1300 or equivalent.

SPAN 1411 (SPN 114) **Elementary Spanish I** (3-2) (CB1609055131)

The audio-lingual and communicative approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

SPAN 1412 (SPN 124) **Elementary Spanish II** (3-2) (CB1609055131)

A continuation of SPAN 1411.

Prerequisite: SPAN 1411 or equivalent.

SPAN 2311 (SPN 213) **Intermediate Spanish I** (3-0) (CB1609055231)

Advanced Spanish grammar, vocabulary building and review of all verb forms for composition in an audio-video and communicative format; conducted mainly in Spanish.

Prerequisite: SPAN 1412 or equivalent.

SPAN 2312 (SPN 223) **Intermediate Spanish II** (3-0) (CB1609055231)

A continuation of SPAN 2311. Includes a novel of a major Hispanic author along

with a more in-depth look at verbal patterns.
Prerequisite: SPAN 2311 or equivalent.

Sign Language

SGNL 1301 Beginning American Sign Language I (3-3) (CB5102055132)

Same as SIGN 1302, page 114.
(SIGN 1302 and SGNL 1301 cannot both be counted for credit.)

SGNL 1302 Beginning American Sign Language II (3-3) (CB5102055132)

Same as SIGN 1321, page 114.
(SIGN 1321 and SGNL 1302 cannot both be counted for credit.)
Prerequisite: SGNL 1301.

SGNL 2301 Intermediate American Sign Language I (3-2) (CB5102055232)

Same as SIGN 2301, page 114.
(SIGN 2301 and SGNL 2301 cannot both be counted for credit.)
Prerequisite: SGNL 1302.

SGNL 2302 Intermediate American Sign Language II (3-2) (CB5102055232)

Same as SIGN 2321, page 114.
(SIGN 2321 and SGNL 2302 cannot both be counted for credit.)
Prerequisite: SGNL 2301.

Music

A student majoring in music should see a faculty advisor for help in completing a course plan.

Courses are offered for three types of students:

1. Those who desire to pursue a professional career in music after completing a standard four-year curriculum.
2. Those who desire to take individual private lessons in applied music.
3. Those who desire a cultural background in music.

MUSI 1116 (111T)

Elementary Ear Training and Sight Singing (2-1) (CB5009045630)

The study of rhythmic, melodic and harmonic dictation in the major and minor keys, and sight singing in the treble and bass clefs. Must be taken concurrently with MUSI 1311. Required of music and fine arts-music majors.

MUSI 1117 (121T)

Elementary Ear Training and Sight Singing (2-1) (CB5009045630)

The continued study of rhythmic, melodic and harmonic dictation in the major and minor keys, and sight singing in the treble and bass, alto and tenor clefs. Must be taken concurrently with MUSI 1312. Required of music and fine arts-music majors.

Prerequisite: MUSI 1116.

MUSI 1127, 2127

(MU 112B, 122B, 212B, 222B)

Marching Band (1-4) (CB5009035530)

The Apache Marching Band is an elite performance ensemble open to all students of the College who qualify by audition. Performances include field and parade marching, concerts, athletic events and other campus activities. Students are encouraged to take Applied Music concurrently with this course.

MUSI 1128, 2128 Symphonic Band (1-4) (CB5009035530)

The Symphonic Band meets during the spring semester. Emphasis will primarily be on preparation for various concert performances, along with a limited number of marching performances.

MUSI 1129, 1130, 2129, 2130

Wind Ensemble (1-4) (CB5009035530)

The Wind Ensemble is an elite concert performance ensemble open to all students of the College who qualify by audition and are also members of the Marching Band or Symphonic Band.

MUSI 1131, 1132, 2131, 2132

(MU 111A, 121A, 211A, 221A)

Accompanying Class (0-3)

(CB5009035630)

Supervised experiences studying the principles, philosophy and techniques of vocal and instrumental accompanying.

MUSI 1133, 1134, 2133, 2134

(MU 1111 1211, 2111, 2211)

Instrumental Chamber Ensemble

(1-2) (CB5009035630)

An advanced performance instrumental ensemble studying and performing wind and percussion chamber music from the medieval period to modern music. Admission by audition. Must be concurrently enrolled in band. Applied Music is concurrent with this course. Performances include campus and community concerts as well as performance tours.

MUSI 1137, 1138, 2137, 2138
(MU 111E, 121E, 211E, 221E-02)

Guitar Ensemble (1-2) (CB5009035630)

A select group of two to sixteen students which plays special arrangements for guitar "orchestra." Admission by audition.

MUSI 1139, 1140, 2139, 2140
(MU 112S, 122S, 212S, 222S,)

Jazz Band (1-2) (CB5009035630)

The Apache Jazz Band is an advanced performance ensemble open to students who qualify by audition and are currently enrolled in band. Performances include concerts, festivals and other campus events. Literature ranges from the "Big Band" music of the 1920's to modern jazz of the present.

MUSI 1151, 1152, 2151, 2152
(MU 111F, 121F, 211F, 221F-01)

Chamber Singers Small Ensemble
(1-2) (CB5009035830)

A small group of select singers capable of performing both as an ensemble and as soloists performing traditional and contemporary madrigal and chamber vocal repertoire. Admission by audition.

MUSI 1153, 1154, 2153, 2154
(MU 111H, 121H, 211H, 221H)

Harmony and Understanding
(0-3) (CB5009035830)

A highly select vocal pop ensemble. Admission by audition.

MUSI 1159, 2159 (MU 121W, 221W)
Musical Theatre Workshop
(0-5) (CB5009036130)

The study and performance of works from the music theatre repertoire with emphasis on all phases of techniques and procedures including participation in the musical production.

MUSI 1160 (MU 111)
Italian Diction (1-2) (CB5009085330)

A detailed study of Italian diction as it is applied to vocal literature. The course includes pronunciation of Italian vowels, consonants, and semi-consonants, as well as familiarization with and memorization of the rules governing pronunciation. Examinations will include both written and oral portions.

MUSI 1181 (MU 111K)

Class Piano (1-2) (CB5009075130)

Three hours instruction per week with instructions for beginners in piano using a 12 place electronic piano lab. Fundamentals of proper piano technique, note reading within the great staff, major scales, playing in the keys of C, F, G and simple chording with no previous piano experience.

MUSI 1182 (MU 121K) **Advanced Class Piano** (1-2) (CB5009075130)

Continuation of MUSI 1181 with THREE hours instruction per week including ledger lines, dotted rhythm pattern, playing in the keys of D, A, B^b, and hand independence with solo literature including the simpler works of Bach and Mozart.

Prerequisite: Completion of MUSI 1181 or approval of the instructor.

MUSI 1237, 1238, 2237, 2238
(MU 1120, 1220, 2120, 2220)

Symphony Orchestra
(1-2) (CB5009035630)

Open to advanced instrumental students who are given practical training in professional orchestral routine in the East Texas Orchestra. Admission by audition.

MUSI 1241, 1242, 2241, 2242
(MU 112C, 122C, 212C, 222C)

Concert Chorus (1-3) (CB5009035730)

A mixed chorus organized for the purpose of singing the more important works of vocal ensemble with members of this group engaging in a wide variety of public performances. Open to any student in the College; meets three hours per week.

COMM 2304 (MU 113S) **Sound Production Technology** (3-1) (CB1001045126)

Concepts and techniques of sound production. Musical Instrument Digital Interface hands-on experience with equipment, sound sources and sequencing technology. Credit cannot be received for both COMM 2303 and 2304.

COMM 2325 (MU 113P)
Practicum in Electronic Music Production I (3-3) (CB0907015126)

Instruction and participation using electronic music media.

Prerequisite: COMM 2304 or permission of the instructor.

COMM 2326 (MU 123P)
Practicum in Electronic Music
Production II (3-3) (CB0907015126)
Instruction and participation using electronic music media.
Prerequisite: COMM 2325.

MUSI 1301 (MU 113A) Music Fundamentals (3-0) (CB5009045530)
An introduction to the elements of music including a study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm and application of theory to the keyboard. Also for those lacking a background in music theory or desiring an appropriate elective.

MUSI 1304 (MU 113E) Music Curriculum for the Elementary School (3-0) (CB5009045430)
A study of music content appropriate to elementary school children including vocal characteristics, reading concepts and examination of recently published materials.

MUSI 1306 (MU 113B) Music Appreciation (3-0) (CB5009025130)
A foundation in enjoyment and understanding of music through the study of changes in Western music from the Middle Ages to the present time making use of recorded examples.

MUSI 1308 (MU 113L) Introduction to Music Literature (3-1) (CB5009025230)
A general survey of the development of the art of music, designed to provide a basic understanding of music from the romantic through the contemporary periods of music literature. Open to non-music majors.

MUSI 1309 (MU 123L) Introduction to Music Literature (3-1) (CB5009025230)
A general survey of the development of the art of music, designed to provide a basic understanding of music from the middle ages through the classical periods of music literature. Open to non-music majors.

MUSI 1311 (MU 113T) Elementary Harmony (3-1) (CB5009045130)
A study of triads and their inversions, chord connections, keyboard harmony, cadences, simple nonharmonic tones, seventh chords and original part-writing exercises. Must be taken concurrently with MUSI 1116.

MUSI 1312 (MU 123T) Elementary Harmony (3-1) (CB5009045130)
A continuation of MUSI 1311 including diatonic and seventh chords in all positions, chords with variant qualities, sequence, nonharmonic tones, chord progressions, choral voicing, keyboard harmony, cadences, figured bass, harmonization of given melodies, modulation to closely related keys. Must be taken concurrently with MUSI 1117.

MUSI 2116 (MU 211T) Advanced Ear Training and Sight Singing (2-1) (CB5009045730)
A continuation of dictation and sight singing studies, including syncopation, modulation, seventh chords, secondary dominants and the church modes. Must be taken concurrently with MUSI 2311. Required of music majors.
Prerequisite: MUSI 1117.

MUSI 2118 (MU 221T) Advanced Ear Training and Sight Singing (2-1) (CB5009045730)
A continuation of dictation and sight singing studies, including secondary function chords, chromatic intervals, twentieth century techniques, atonal melodies and complex rhythms. Required of music majors. Must be taken concurrently with MUSI 2312.
Prerequisite: MUSI 2116.

MUSI 2311 (MU 213T) Advanced Harmony (3-1) (CB5009045230)
A further study of harmony and the introduction to secondary dominants, secondary leading-tone chords, diatonic and chromatic modulations, linear diminished seventh chords, neopolitan triad, augmented sixth chords. Must be taken concurrently with MUSI 2116. Required of music majors.
Prerequisite: MUSI 1312.

MUSI 2312 (MU 223T) Advanced Harmony (3-1) (CB5009045230)
A further study of harmony and the introduction to the ninth, eleventh, and thirteenth chords, modes, pandiatonicism, quartal harmony, twelve-tone serialism, aleatoric process, transposing, planing, exotic scales and other modern techniques. Must be taken concurrently with MUSI 2118. Required of music majors.
Prerequisite: MUSI 2311.

Applied Music

Music majors should enroll in private lessons in two areas each semester, depending upon their intended degree. Those who aim toward professional performance should take private lessons for a major for the maximum number of semester hours each semester. Those who aim toward teaching should take private lessons for a concentration of two semester hours each semester. All music majors should take, in addition to either a major or a concentration, a secondary private lesson for one semester hour credit each semester. In every case, one of the two private lessons each semester must be piano.

A student majoring in music should see a faculty advisor for help in completing a course plan.

Students may also take private instrumental and vocal instruction as an elective. Two semester hours credit would signify one hour of instruction per week. One semester hour would signify 30 minutes of instruction per week.

The fees per semester on applied music courses are found in the tuition and fees section of this *Catalog*.

The College is not obligated to furnish instruments.

Vocal and instrumental instruction is available as follows:

Voice

The study of the art of singing in the *bel canto* style including breath control, breath support, vowel formation and other techniques of vocal production through vocal exercises tailored to the individual needs of each student and the study of art song literature from the English, Italian, German and French repertoires.

Piano, Organ

Enables the student for a major or concentration to develop technical capabilities to a high degree as well as become well acquainted with repertoire from the Baroque period to the present day. Develops fluency in reading at the keyboard and a knowledge of some technical and theoretical fundamentals at the instrument for minors.

Organ prerequisite: Piano experience or permission from instructor.

Guitar

Focuses on the classical technique as well as different positions, proper fingering, major and minor scales and sight reading with typical compositions by F. Carulli, M. Carcassi, L. Milan and H. Villa-Lobos.

Electric Bass

Covers basic music reading with emphasis on correct fingering, sight reading skill, scales and memorization of bass parts to "standard" tunes selected by the instructor. Elective only.

Secondary or Elective

MUAP 1101,1102, 2101, 2102 Violin
(AMU 111S, 121S, 211S, 221S)

MUAP 1109,1110, 2109, 2110 Cello (AMU 111S, 121S, 211S, 221S)

MUAP 1113,1114, 2113, 2114 Double Bass (AMU 111S, 121S, 211S, 221S)

MUAP 1115,1116, 2115, 2116 Electric Bass (AMU 111S, 121S, 211S, 221S)

MUAP 1117,1118, 2117, 2118 Flute (AMU 111W, 121W, 211W, 221W)

MUAP 1121,1122, 2121, 2122 Oboe
(AMU 111W, 121W, 211W, 221W)

MUAP 1125,1126, 2125, 2126 Bassoon
(AMU 111W, 121W, 211W, 221W)

MUAP 1129,1130, 2129, 2130 Clarinet
(AMU 111W, 121W, 211W, 221W)

MUAP 1133,1134, 2133, 2134 Saxophone
(AMU 111W, 121W, 211W, 221W)

MUAP 1137,1138, 2137, 2138 Trumpet
(AMU 111B, 121B, 211B, 221B)

MUAP 1141,1142, 2141, 2142 French Horn
(AMU 111B, 121B, 211B, 221B)

MUAP 1145,1146, 2145, 2146 Trombone
(AMU 111B, 121B, 211B, 221B)

MUAP 1149,1150 2149, 2150 Baritone
(AMU 111B, 121B, 211B, 221B)

MUAP 1153,1154, 2153, 2154 Tuba (AMU 111B, 121B, 211B, 221B)

MUAP 1157,1158, 2157, 2158 Percussion
(AMU 111 P 121 P, 211 P, 221 P)

MUAP 1161,1162, 2161, 2162 Guitar
(AMU 111S, 121S, 211S, 221S)

MUAP 1165,1166, 2165, 2166 Organ
(AMU 1110,1210, 2110, 2210)

MUAP 1169,1170, 2169, 2170 Piano
(AMU 111K, 121K, 211K, 221K)

MUAP 1177,1178, 2177, 2178 Harp
(AMU 111S, 121S, 211S, 221S)

MUAP 1181,1182, 2181, 2182 Voice
(AMU 111V, 121V, 211V, 221V)

Concentration or Elective
MUAP 1201,1202, 2201, 2202 Violin
(AMU 112S, 122S, 212S, 222S)

MUAP 1209,1210, 2209, 2210 Cello
(AMU 112S, 122S, 212S, 222S)

MUAP 1213,1214, 2213, 2214 Double Bass
(AMU 112S, 122S, 212S, 222S)

MUAP 1215,1216, 2215, 2216 Electric Bass
(AMU 112S, 122S, 212S, 222S)

MUAP 1217,1218, 2217, 2218 Flute
(AMU 112W, 122W, 212W, 222W)

MUAP 1221,1222, 2221, 2222 Oboe
(AMU 112W, 122W, 212W, 222W)

MUAP 1225,1226, 2225, 2226 Bassoon
(AMU 112W, 122W, 212W, 222W)

MUAP 1229,1230, 2229, 2230 Clarinet
(AMU 112W, 122W, 212W, 222W)

MUAP 1233,1234, 2233, 2234 Saxophone
(AMU 112W, 122W, 212W, 222W)

MUAP 1237,1238, 2237, 2238 Trumpet
(AMU 112B, 122B, 212B, 222B)

MUAP 1241,1242, 2241, 2242 French Horn
(AMU 112B, 122B, 212B, 222B)

MUAP 1245,1246, 2245, 2246 Trombone
(AMU 112B, 122B, 212B, 222B)

MUAP 1249,1250, 2249, 2250 Baritone
(AMU 112B, 122B, 212B, 222B)

MUAP 1253,1254, 2253, 2254 Tuba
(AMU 112B, 122B, 212B, 222B)

MUAP 1257 1258, 2257, 2258 Percussion
(AMU 112P, 122P, 212P, 222P)

MUAP 1261,1262, 2261, 2262 Guitar
(AMU 112S, 122S, 212S, 222S)

MUAP 1265,1266, 2265, 2266 Organ
(AMU 1120, 1220, 2120, 2220)

MUAP 1269,1270, 2269, 2270 Piano
(AMU 112K, 122K, 212K, 222K)

MUAP 1277,1278, 2277, 2278 Harp
(AMU 112S, 122S, 212S, 222S)

MUAP 1281,1282, 2281, 2282 Voice
(AMU 112V, 122V, 212V, 222V)

Major
MUAP 1301,1302, 2301, 2302 Violin
(AMU 113S, 123S, 213S, 223S)

MUAP 1309,1310, 2309, 2310 Cello
(AMU 113S, 123S, 213S, 223S)

MUAP 1313,1314, 2313, 2314 Double Bass
(AMU 113S, 123S, 213S, 223S)

MUAP 1317,1318, 2317, 2318 Flute
(AMU 113W, 123W, 213W, 223W)

MUAP 1321,1322, 2321, 2322 Oboe
(AMU 113W, 123W, 213W, 223W)

MUAP 1325,1326, 2325, 2326 Bassoon
(AMU 113W, 123W, 213W, 223W)

MUAP 1329,1330, 2329, 2330 Clarinet
(AMU 113W, 123W, 213W, 223W)

MUAP 1333,1334, 2333, 2334 Saxophone
(AMU 113W, 123W, 213W, 223W)

MUAP 1337,1338, 2337, 2338 Trumpet
(AMU 113B, 123B, 213B, 223B)

MUAP 1341,1342, 2341, 2342 French Horn
(AMU 113B, 123B, 213B, 223B)

MUAP 1345,1346, 2345, 2346 Trombone
(AMU 113B, 123B, 213B, 223B)

MUAP 1349,1350, 2349, 2350 Baritone
(AMU 113B, 123B, 213B, 223B)

MUAP 1353,1354, 2353, 2354 Tuba
(AMU 113B, 123B, 213B, 223B)

MUAP 1357,1358, 2357, 2358 Percussion
(AMU 113P, 123P 213P 223P)

MUAP 1361,1362, 2361, 2362 Guitar
(AMU 113S, 123S, 213S, 223S)

MUAP 1365,1366, 2365, 2366 Organ
(AMU 1130, 1230, 2130, 2230)

MUAP 1369,1370, 2369, 2370 Piano
(AMU 113K, 123K, 213K, 223K)

MUAP 1377,1378, 2377, 2378 Harp
(AMU 113S, 123S, 213S, 223S)

MUAP 1381,1382, 2381, 2382 Voice
(AMU 113V, 123V, 213V, 223V)

Nursing, Associate Degree (ADN) 8021

The associate degree nursing program is a four semester and two summer sessions curriculum. The associate degree graduate, after adequate orientation, begins to practice as a staff nurse in a hospital or other health care facility. Through assessment of the individual, the graduate plans, implements and evaluates direct nursing care for individuals and/or groups with commonly recurring health problems. The graduate is able to monitor and direct peers and ancillary workers in the technical aspects of nursing care.

Having graduated from Tyler Junior College with an associate in applied science degree in nursing, the graduate is qualified to apply for the National Council Licensure Examination for Registered Nurses.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this *Catalog*.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better in any **prerequisite course**, the student may not progress until the deficiency has been removed.

All science courses and PSYC 2308 must have been completed within seven years of the time required in the curriculum or must be repeated.

NURS 1201 (NSG 112A) **Special Topics (2-0)**

Theory of communication skills, nursing math, peri-operative care, eye, ear, oncology, grief and death and clinical application incorporated into NURS 1701.

Prerequisite: Acceptance to the ADN Program with approval based on specific criteria. Concurrent enrollment in NURS 1701* and BIOL 2401*.

NURS 1301 (NSG 113N) **Introductory Nursing Nutrition (3-0)**

Principles of normal nutrition to meet the needs of the ill.

NURS 1302 (NSG 113P) **Nursing Pharmacology (3-0)**

Concepts of basic nursing pharmacology.
Prerequisites: BIOL 2401 and BIOL 2402.

NURS 1303 (NSG 123P) **Nursing Pharmacology II (3-0)** A continuation of NURS 1302. **Prerequisite:** NURS 1302.

NURS 1501 (NSG 115) **LVN Transition (3-5)**

Expansion of knowledge base and nursing skills through the study of the nursing process, therapeutic communication, fluid and electrolytes and selected medical-surgical conditions in adult patients.

Prerequisites: Acceptance to the ADN Program with approval based on special criteria, BIOL 2401, 2402 and eligibility for placement into second year nursing courses the following semester.

NURS 1701 (NSG 117A) Nursing I (4-16)

Nursing care of adults with medical-surgical disorders including stages of illnesses, activities of daily living, asepsis, pharmacology, nursing process, and laboratory application of NURS 1201.

Prerequisites: Acceptance to the ADN Program with approval based on specific criteria. Concurrent enrollment in BIOL 2401* and NURS 1201*.

NURS 1901 (NSG 129) Nursing II (6-16)

Nursing care of adults with medical-surgical disorders of GI, MS, GU, respiratory and endocrine systems.

Prerequisites: NURS 1201, 1701 and BIOL 2401. **Concurrent Enrollment:** BIOL 2402*.

NURS 2501 (NSG 225) **Nursing III (5-17/8 weeks)**

Expansion of student skills through maternity and gynecologic nursing.

Prerequisites: First year **Concurrent Enrollment:** BIOL 2420*.

NURS 2502 (NSG 225A) **Nursing IV (5-1 7/8 weeks)**

Care of children with medical-surgical problems.

Prerequisite: First year **Concurrent Enrollment:** BIOL 2420*.

NURS 2503 (NSG 235) **Nursing V (5-17/8 weeks)**

Care of clients with common behavior deviations.

Prerequisite: First year, BIOL 2420
Concurrent Enrollment: 3 hour elective*.

*Concurrent enrollments are required unless previously completed with a "C" or better.

NURS 2504 (NSG 235A)

Nursing VI (5-17/8 weeks)

Incorporates care of clients with neuro and cardiac problems with role transition.

Prerequisites: First year, BIOL 2420, NURS 2501 and NURS 2502.

Concurrent Enrollment: 3 hour elective*.

**Concurrent enrollments are required unless previously completed with a "C" or better.*

Nursing, Critical Care 8022

This program will provide experienced registered nurses with the educational experiences required for employment in the field of critical care nursing.

CCNG 2103 (CCN 111S) Seminar (1-0)

Expansion of knowledge, case by case study presentations and special topics. Evaluations will be included to determine mastery of course objectives.

CCNG 2105 (CCN 111R) Renal and Endocrine Systems (1-0)

Review of anatomy and physiology of the renal and endocrine systems utilizing the nursing process related to specific health care problems.

CCNG 2108 EKG (1-0)

Interpretation, clinical importance and treatment of electrocardiogram strip recordings.

CCNG 2109 Gastrointestinal and Hematologic Pathology and Management (1-0)

Examines the pathology of the gastrointestinal and hematologic systems and related nursing care including nutritional considerations, laboratory parameters and blood administration.

CCNG 2202 (CCN 112P) Pulmonary Pathology and Management (2-0)

Expands knowledge of respiratory anatomy and physiology and pathophysiology. Course includes chest x-ray interpretation, ventilator management and arterial blood gas analysis interpretation.

CCNG 2203 (CCN 112N) Neurological Pathology and Management (2-0)

Review of anatomy and physiology specific to neurological system utilizing the nursing process related to specific health care problems.

CCNG 2204 Cardiovascular Pathology and Management (2-0)

Pathophysiological approach in nursing care of patients with cardiovascular disease and the use of technical equipment utilized in the management/treatment.

CCNG 2402 Clinical Practicum (0-20)

Critical care theories are applied to the care of the critically ill patient. Emphasis is placed on psychosocial, ethical and legal concepts.

Nursing, Vocational (VNE) 7821

The vocational nursing program is designed to prepare qualified individuals to give direct nursing care to patients of all age groups and to promote development of the individual as a responsible member of society.

Successful completion of vocational nursing curriculum leads to a certificate of proficiency.

Graduates are prepared to provide care in all health care settings that require increasing levels of technical expertise. The preparation of the student is based on scientific principles and structured to provide a foundation of skills on which the vocational nurse may build. Educational experiences are focused on disease prevention and direct care of selected patients.

After successful completion of the curriculum, graduates are eligible for the State Board of Vocational Nursing Examiners examination. Only students who have completed a program of education approved by the State Board and who have successfully passed the state licensing examination are authorized to practice as licensed vocational nurses.

Enrollment in TJC's vocational nursing program is limited. See the Selected Admissions requirements in the admissions section of this *Catalog*.

A vocational nursing student must maintain a minimum of a "C" in every vocational nursing course in order to graduate.

Any student who has withdrawn from the program after successfully completing one or two semesters may re-enter the program by passing with a 76 percent or

better the most current final examination for each nursing course completed prior to withdrawal and successfully completing a practicum in VOCN 1601 prior to readmission.

Readmission to the program is dependent upon available space.

VOCN 1222 (VNE 123A)

Maternity Nursing (2-3)

Biopsycho-social aspects of client during prenatal and postpartum periods.

Prerequisite: All first semester courses.

VOCN 1251 Health Maintenance

(3-0) (evening) (14 weeks)

Principles of good nutrition and basic concepts of mental health.

VOCN 1252 Medical-Surgical

Nursing I (2-0) (Evening) (14 weeks)

An orientation to nursing including professional ethics, legal aspects, introduction to drug classification and drug calculation.

VOCN 1253 (VNE 133F)

Pediatric Nursing (evening) (2-3)

Disorders, diseases and normal growth and development from birth to adolescence.

Prerequisite: All second semester courses.

VOCN 1301 (VNE 113)

Health Maintenance (3-0)

Principles of good nutrition and basic concepts of mental health.

VOCN 1302 (VNE 113E)

Medical-Surgical Nursing I (evening)

(3.4-0) (14 weeks)

An orientation to nursing including professional ethics, legal aspects, introduction to drug classification and drug calculation. (48 clock hours).

VOCN 1321 (VNE 123)

Nursing Care of Children (3-3)

Disorders, diseases and normal growth and development from birth to adolescence.

Prerequisite: All first semester courses.

VOCN 1351 (VNE 133E)

Maternity Nursing (evening) (3-3)

Introduction to the biopsycho-social aspects of the client during the prenatal and postpartum periods.

Prerequisite: All second semester courses.

VOCN 1352 (VNE 144F) Community Health Nursing (evening) (2-9)

Application of the nursing process in the promotion of health in the community and factors influencing mental illness, including substance dependency problems.

Prerequisite: All third semester courses.

VOCN 1431 (VNE 137) Long Term Care Nursing (4-16) (10 weeks)

The aging process along with the legal, ethical, occupational and leadership aspects of long term care nursing.

Prerequisite: All second semester courses.

VOCN 1432 (VNE 137A) Community Health Nursing (4-16) (10 weeks)

Nursing process in promotion of community health, mental illness and substance dependency problems.

Prerequisite: All second semester courses.

VOCN 1451 (VNE 114E) Long Term Care Nursing (evening) (3-10) (14 weeks)

Introduction to the aging process including legal, ethical, occupational and leadership aspects of long term care nursing.

Prerequisite: All third semester courses.

VOCN 1501 (VNE 114)

Science for VNE (5-0)

Basic anatomical and physiological principles of human anatomy, pathogens and their implications in disease.

VOCN 1502 (VNE 114A)

Medical-Surgical Nursing I (5-1)

Orientation to nursing, professional ethics, legal aspects, nursing process, drug classification and selected physiologic maladaptations.

VOCN 1551 Science for VNE

(6-0) (evening) (14 weeks)

Basic anatomical and physiological principles of human anatomy, pathogens and their implications in disease.

VOCN 1623 (VNE 128)

Medical-Surgical Nursing II (5-9)

Nursing process continued in selected physiologic maladaptations.

VOCN 1624 Medical-Surgical Nursing III (5-9)

Continued use of the nursing process in selected physiologic maladaptations.

Prerequisite: All first semester courses.

VOCN 1651 (VNE 136E) Medical-Surgical Nursing IV (evening) (4-12)

Continued use of the nursing process in selected physiologic maladaptations.

Prerequisite: All second semester courses.

VOCN 1652 (VNE 116E) Essentials of Nursing (evening) (6-6) (14 weeks)

Basic knowledge and skills of nursing utilizing the nursing process.

VOCN 1653 (VNE 126F) Medical-Surgical Nursing III (evening) (5-9)

Continued use of the nursing process in selected physiologic maladaptations.

Prerequisite: All first semester courses.

VOCN 1701 (VNE 116)

Essentials of Nursing (5-15)

Basic knowledge and skills utilizing the nursing process as well as the calculation and administration of medications.

VOCN 1752 (VNE 126E) Medical-Surgical Nursing II (evening) (6-9)

Continued use of the nursing process in selected physiologic maladaptations.

Prerequisite: All first semester courses.

Office Technology 5824

The two-year associate degree curriculum in office technology is designed to train students for employment as information managers in the automated business offices of today and the future. Leading-edge technology is emphasized with the latest software packages being used.

A fast-paced certificate program is offered to allow students to develop general office skills that will allow them to meet the employment needs of a business office in nine months.

OFFT 1211 (OFT 112T)

Keyboarding (2-1)

Use of the alphabetic, numeric, and symbol keys is taught utilizing a software package. The touch system of keyboarding will be emphasized along with speed and accuracy. Formatting of simple business documents will be covered.

OFFT 1312 (OFT 113F)

Office Procedures (3-0)

Concepts of operating an automated office through the use of trained personnel, proper procedures and automated equipment.

OFFT 1313 (OFT 113M)

Business Math/Calculators (3-0)

Mathematical principles used in business are applied utilizing electronic calculators.

OFFT 1314 (OFT 113R)

Business English (3-0)

Grammar, punctuation, spelling and capitalization as applied in written business communications.

OFFT 1321 (OFT 123)

Machine Transcription (2-2)

Hands-on production of mailable business documents from automated dictation.

Prerequisite: OFFT 1325 or high school word processing.

OFFT 1322 (OFT 123C)

Business Communications (3-0)

Application of letter-writing principles to inquiries and replies, credit and sales letters, adjustments, collections and business reports.

OFFT 1325 (OFT 123W)

Introduction to Word Processing (2-2)

Development of speed and accuracy along with the production of business documents.

Prerequisite: OFFT 1211 or high school keyboarding.

OFFT 2311 (OFT 213A)

Specialized Software (2-2)

Business applications are performed using an integrated software package. Students will prepare business documents which require the use of a word processing system, a spreadsheet, and a database.

Prerequisite: A word processing course or approval of the program director.

OFFT 2312 (OFT 213F)

Advanced Office Procedures (3-0)

Skills needed to manage travel, organize meetings and conferences, manage records and keep accurate financial data.

OFFT 2316 (OFT 213W)

Intermediate Word Processing (2-2)

A professional software package is used to produce form documents, boilerplate paragraphs, mailmerge letters and other business documents.

Prerequisite: OFFT 1325 or high school word processing.

OFFT 2318 (OFT 213Y)**Speedwriting (2-2)**

Fundamental principles of alphabetic shorthand, stressing brief forms, abbreviations, phrasing and word constructions at increased speeds, used in the preparation of mailable documents from oral dictation.

Prerequisite: OFFT 2316 or high school word processing.

OFFT 2326 (OFT 223W)**Advanced Word Processing (2-2)**

Hands-on experience utilizing a software package frequently used by business organizations. Advanced word processing functions will be emphasized.

Prerequisite: OFFT 2316.

OFFT 2327 (OFT 223F) Administrative Office Management (3-0)

Develops an understanding of labor/management relations while stressing the service responsibility of the office to collect, process, store and retrieve information.

OFFT 2328 (OFT 223Y)**Special Topics (3-0)**

Topics that reflect the needs of the business community.

OFFT 2329 (OFT 223A) Internship (1-20)

On-the-job training in a business office.

Prerequisite: Sophomore year or approval of program director and division dean and an approved business office.

OFFT 2330 Advanced Internship (1-20)

On-the-job training in a business office.

Prerequisite: Approval of program director/ dean and an approved business office.

OFFT 2338 (OFT 223D)**Desktop Publishing (2-2)**

Concepts and practical applications are taught using a software package. Page layouts, repagination, merging of graphics and text, and utilization of different font styles are emphasized.

Prerequisite: OFFT 2316.

Optician Technician 8037

The curriculum for optician technician represents a carefully planned balance of theory and practice in all aspects of the profession. The purpose of the program is to prepare the student to apply the science of optics to the making and fitting of lenses and devices; to aid in providing comfortable and efficient vision; to prepare the student to measure, adapt and fit eyeglasses or contact lenses to the human face for the aid of correction of visual or ocular abnormalities; and to train the student in the use of measuring devices, instruments, machines and hand tools.

All required courses of the optician technician curriculum must be completed with a "C" or better. Having **not** received a "C" or better in **any prerequisite course**, the student may not progress until the deficiency has been removed. Students successfully completing this one-year program are awarded a certificate of proficiency.

OPTT 1201 (OD 112) Office Procedures, Ethics and Insurance (2-0)

Retail office procedures, ethics, layout, laboratory, insurance programs and claim forms.

Prerequisite: Admittance to program.

OPTT 1301 (OD 113A)**Anatomy and Physiology of Eye (3-0)**

Eye structure and function with emphasis on cornea and visual stimuli.

Prerequisite: Admittance to program.

OPTT 1302 (OD 113C) Optics I (3-0)

Light behavior and effect lenses have on light.

Prerequisite: Admittance to program.

OPTT 1320 (OD 123C)**Contact Lenses (3-3)**

Contact lens materials, fitting techniques and responsibilities.

Prerequisite: Successful completion of OPTT 1401, 1601, 1301 and 1302.

OPTT 1321 (OD 123D) Seminar (3-0)

Preparation for the State and National Certification Exam.

Prerequisite: Successful completion of all first semester courses.

OPTT 1322 (OD 123E) Optics II (3-3)

Application of lens equations, optics of spheres, cylinders, prism, surface charts and tools.

Prerequisite: OPTT 1302.

OPTT 1323 (OD 123F)**Ophthalmic Materials Lab II (3-3)**

Advanced use of tools, machinery, hand edging, mounting lenses and quality control.

Prerequisite: OPTT 1401.

OPTT 1401 (OD 114)**Ophthalmic Materials Lab I (4-8)**

Ophthalmic terms, lens design and surface powers relating to refracting errors grinding lens surface, computing lens curves and lens power measuring instruments.

Prerequisite: Admittance to program.

OPTT 1421 (OD 124)**Ophthalmic Dispensing II (3-6)**

Dispensing procedures, technique for fitting frames and study of materials.

Prerequisite: OPTT 1601.

OPTT 1531 (OD 115)**Applied Laboratory (1-39) (6 weeks)**

Supervised laboratory designed to provide the student with an integration of skills in a retail and applied laboratory setting.

Prerequisite: Successful completion of all first and second semester courses.

OPTT 1601 (OD 116)**Ophthalmic Dispensing I (6-3)**

Refractive errors, lens aberration and effects, safety lens, prisms, anatomy optics and bifocal fitting procedures.

Prerequisite: Admittance to program.

Philosophy

PHIL 1301 (PHI 113) Introduction**to Philosophy (3-0) (CB3801015135)**

A general introduction to philosophy designed to give basic knowledge of philosophy and understanding of the issues from which that history evolved.

PHIL 2306 (PHI 213) Introduction**to Ethics (3-0) (CB3801015335)**

A consideration of the basic principles of human life with critical examination of traditional and current theories of the nature of goodness, happiness, duty and freedom including readings from selected philosophies, past and present.

Physics

Physics is the fundamental physical science. The study of physics provides background for engineering, industrial research and development, medicine, teachers of science and biological sciences.

Students majoring in physics who do not receive advance placement in MATH 2312 and 1316 are encouraged to take these courses in the summer so that they may enroll in MATH 2313 in the first semester of the freshman year.

A student majoring in physics should see a Tyler Junior College faculty advisor for help in completing a course plan.

PHYS 1105 (PHY 111) Physics Problems Laboratory (0-3) (CB4008015139)

A lab designed in the field of mechanics, fluids, heat, vibrations, electricity and optics to illustrate real-world applications of concepts taught in PHYS 1305.

PHYS 1305 (PHY 113) Physics Problems (3-0) (CB4008015139)

General physics with emphasis on problem solving. Computational skills using basic algebra, trigonometry, and the electronic calculator will be an integral part of this course.

PHYS 1307 (PHY 123) Physics Problems II (3-0) (CB4008015139)

A continuation of PHYS 1305 with an emphasis on electricity, magnetism and modern physics.

Prerequisite: PHYS 1305.

PHYS 1371 (PHY 113D) Industrial Strength of Materials (3-0) (CB4008015239)

Fundamentals of statics, resultant and equilibrant of forces, moments, friction, strength of materials, material properties, joint analysis, beams, columns, combined stresses and torque.

PHYS 1401 (PHY 114B) General Physics (3-3) (CB4008015339)

Fundamentals of classical mechanics, heat and sound for premedical, biological science, pharmacy, architecture students and others needing technical courses in physics. A background in algebra and trigonometry is required.

PHYS 1402 (PHY 124B)**General Physics (3-3) (CB4008015339)**

A continuation of PHYS 1401 including electricity and magnetism, light and modern physics.

Prerequisite: PHYS 1401.

PHYS 2425 (PHY 124A)**Mechanics (3-3) (CB4008015439)**

A calculus-based course for students who intend to major in physics, chemistry, mathematics or engineering.

Prerequisite: Credit or registration for MATH 2313.

PHYS 2426 (PHY 224A)**Advanced Physics (3-3)**

Includes electricity and magnetism.

Required of all engineering majors.

Prerequisite: PHYS 2425 and credit or registration for MATH 2314.

PHYS 2427 (PHY 214A) Advanced Physics (3-3) (CB4008015439)

Heat, wave-motion, optics and atomic phenomena.

Prerequisite: PHYS 2425 and credit or registration for MATH 2314.

Plastics Technology 8432

The program is designed to prepare graduates for employment in the plastics industry. Students learn methods and techniques used to convert plastic materials into formed shapes or parts.

PLAS 1301 Introduction to Plastics Materials and Processing Methods (3-3)

Theory and nomenclature of thermal plastic material characteristics, properties, performance and products. This course will also deal with equipment processing capabilities, controls, production techniques and hands-on machine orientation.

PLAS 1302**Introduction to Tools and Molds (3-3)**

An introductory course in the types of molds, tooling and part design as used in the various processes in production and manufacture of plastic items.

PLAS 1305 Quality Control (3-0)

Introduction to quality inspection programs including measuring tools and instruments used.

Prerequisite: TMTH 1301 or higher.

PLAS 1306 Plastics**Materials and Properties (3-3)**

A study of properties and characteristics of major thermoplastic, thermoset and chemically reactive polymers and additives in use today.

Prerequisite: PLAS 1301; TMTH 1301 or higher.

PLAS 1307 Plastics Equipment and Processes (3-3)

A study of the various methods used to process plastic materials and the related equipment to perform these processes. To include, but not limited to, extrusion, injection molding, blow molding and rotational molding, as well as support and assembly equipment.

Prerequisite: PLAS 1301; TMTH 1301 or higher.

PLAS 2301 Plastics Processing I (2-4)

Principles of various processing methods, machine set-up/operation and the relationship of support equipment.

Prerequisite: PLAS 1301; TMTH 1301 or higher.

PLAS 2302 Tool and Mold Design II (3-3)

A study in the design and features of molds, tooling and part design.

Prerequisite: PLAS 1302 and TMTH 1302.

PLAS 2305 Plastics Processing II (2-4)

Evaluation of parameter changes and its effects on the process and product quality. Gathering and recording process and production data.

Prerequisite: PLAS 2301.

PLAS 2306 Professional Development Seminar (1-20)

Open to plastics technology majors; requires on-the-job training in a plastics related facility. A training plan will be developed for each student.

Prerequisite: Sophomore standing.

Psychology

A student majoring in psychology should see a Tyler Junior College faculty advisor for help in completing a course plan.

PSYC 1100 (PSY 111) Freshman Orientation (1-0) (CB2401025140)

Designed to help students adjust to college life with emphasis on developing effective study skills, making wise educational choices and learning appropriate social and personality development. Required of full-time beginning students. Offered each semester and in special summer sessions.

PSYC 0301 (PSY 013) Personal Development (3-0) (CB3201995140)

Basic principles of psychology designed to help develop interpersonal and specific behavioral self-management skills that will enable students to gain control over personal development directly relating to academic achievement.

PSYC 2301 (PSY 213) Introductory Psychology (3-0) (CB4201015140)

Basic principles of psychology relating to individual differences, intelligence, development of personality, growth, motivation drives, emotions and learning. This course is also offered through instructional television.

PSYC 2302 (PSY 223) Applied Psychology (3-0) (CB4201015240)

Basic psychological principles applied to adjustment and behavioral problems including a study of personality, attitudes, social relations and interactions as well as techniques for coping with stress and anxiety encountered in everyday situations of life and work.

PSYC 2314 Human Growth and Development (3-0)

The stages in the process and physical, social, cognitive and emotional factors of growth and development throughout the life span.

PSYC 2319 (PSY 213A) Social Psychology (3-0) (CB4216015142)

The study of individual behavior within the social environment.

Radio/Television

(See also R/TV courses listed in Journalism)

COMM 1336 (RTV 123B) Television Production (3-3) (CB1001045226)

Practical experience in operating television studio and control room equipment. Course will include pre-production and post-production training.

COMM 2303 (RTV 123A) Audio/Radio Production (2-2) (CB1001045126)

Concepts and techniques of sound production including coordinating and directing processes. Emphasis on hands-on experience with equipment, sound sources and talent directing.

COMM 2331 (RTV 113) Radio/Television Announcing (3-0) (CB2310016126)

Students study principles of announcing, voice, articulation, pronunciation and delivery while gaining experience with various types of announcing. No prerequisite required.

COMM 2324 (RTV 213) Practicum in Electronic Media (3-3) (CB0907015326)

Lecture and lab instruction and hands-on practice using electronic media equipment.

Radiologic Technology 8033

Tyler Junior College offers a cooperative program with area medical facilities which is designed to provide skilled technologists in diagnostic medical radiography. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to apply for admission to sit for the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

A balanced curriculum of general didactic and clinical courses offers the student an opportunity for cultural development as well as occupational competence. Clinical instruction is given in area hospitals under the direction of radiologists, directors of radiology departments and clinical instructors.

The minimum time for program completion is 24 months. A minimum

grade of 75 will be required on all radiologic technology courses.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better in **any prerequisite course**, the student may not progress until the deficiency has been removed.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this *Catalog*.

RADT 1201 (XRT 112)

Methods of Patient Care (2-0)

Includes nursing procedures and techniques used in general care of patients.

Prerequisite: Admittance to program.

RADT 1202 (XRT 113C)

Clinical Education I (0-19)

Clinical participation in routine radiographic, darkroom, office procedures and use and care of equipment.

Prerequisite: Admittance to program.

RADT 1222 (XRT 123C)

Clinical Education II (0-19)

A continuation of Clinical Education I. Clinical rotations in general radiography and assistance with contrast media studies.

Prerequisite: RADT 1202.

RADT 1224 (XRT 222A)

Pathology (3-0) (13 weeks)

Concepts of disease as it relates to radiographic procedures.

Prerequisite: RADT 1421.

RADT 1301 (XRT 116S) (13 weeks)

Clinical Education III (0-29)

Continuation of Clinical Education II with completion of competencies involving general radiography.

Prerequisite: RADT 1222.

RADT 1325 Special Topics

(4-0) (13 weeks)

History recordation, medical abbreviations, pediatric geriatric and trauma radiography, advanced spinal radiography, electrocardiography, special radiographic imaging.

Prerequisite: RADT 1421.

RADT 1401 (XRT 113)

Radiologic Technology I (3-4)

An introduction to radiologic technology with laboratory sessions in an on-campus, energized laboratory.

Prerequisite: Admittance to program.

RADT 1421 (XRT 123A)

Radiologic Technology II (3-4)

A continuation of Radiologic Technology I including positioning, radiographic exposure and medical terminology.

Prerequisite: RADT 1401.

RADT 2201 (XRT 212S)

Seminar (3-0) (13 weeks)

Discussion of medical radiography subject areas and preparation of student for A.R.R.T. exam.

Prerequisite: RADT 2321.

RADT 2202 (XRT 216S)

Clinical Education VI (0-19) (13 weeks)

A continuation of Clinical Education V and completion of all competencies.

Prerequisite: RADT 2322.

RADT 2301 (XRT 213A)

Radiobiology and Protection (3-0)

A study of radiation protection and radiation biology.

Prerequisite: PHYS 1307.

RADT 2302 (XRT 213C)

Radiologic Technology III (3-0)

A continuation of Rad Tech II including image evaluation and production.

Prerequisite: RADT 1421.

RADT 2303 (XRT 211)

Clinical Education IV (0-29)

A continuation of Clinical Education III with rotations in areas of specialization.

Prerequisite: RADT 1301.

RADT 2321 (XRT 223A)

Radiologic Technology IV (3-0)

A continuation of Radiologic Technology 111 including advanced positioning, equipment operation, recording media.

Prerequisite: RADT 2302.

RADT 2322 (XRT 221)

Clinical Education V (0-29)

A continuation of Clinical Education IV.

Prerequisite: RADT 2303.

RADT 2323 Radiologic Technology V (3-0)

Organization, function, supervision and financial arrangements of a radiology department will be discussed. Evaluation methods for assuring consistent quality radiography, cross sectional anatomy and resume preparation.

Prerequisite: RADT 2302.

Reading

NOTE: An exit-level test must be passed in each developmental reading course in order to continue in the reading sequence.

READ 0101 (RDG 011R) Reading Laboratory (1-2) (CB3201085235)

Designed to improve proficiency in reading comprehension, rate, word recognition and vocabulary development.

READ 0104 (RDG 041R)

Reading Review (1-0) (CB3201085235)

Review and practice of reading skills including study of vocabulary, main idea and support, author's intent, organization of ideas, critical reasoning and study skills.

Prerequisite: Consent of program director.

READ 0301 (RDG 013R) Developmental Reading I (3-0) (CB3201085235)

Improving basic reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying TASP or local reading placement test scores.)

READ 0302 (RDG 023R) Developmental Reading II (3-0) (CB3201085235)

Improving intermediate reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying TASP or local reading placement test scores.)

READ 0303 (RDG 033R) Developmental Reading III (3-0) (CB3201085235)

A continuation of intermediate reading skills through individualized development of word attack, comprehension, vocabulary and rate.

READ 0312 (RDG 013S) College Study Skills (3-0) (CB3201015235)

Designed for the improvement of managing time, listening effectively, taking notes, concentrating, retaining information and taking examinations.

READ 1301 (RDG 113D) Advanced Reading (3-0) (CB3801015735)

Emphasizes the increased development of speed and comprehension skills in reading.

Recreation: Tennis Teaching 9621

This program provides a two-year course to train students in teaching tennis, planning programs for tennis facilities, merchandising and operating pro shops and maintaining of tennis facilities. In addition, students are trained and prepared for certification testing.

Students spend approximately 15 hours a week working in tennis-related programs. Programs include lab work, on-campus tennis clinics, pro shops, private clubs, municipal tennis programs and the functions of team coaching. Training aids used in the tennis program are books, training films, video tape recorders, audio tape recorders, ball machines, stringing equipment and field trips to various tennis and sport facilities.

Upon graduation from this program, the student receives an associate in applied science degree with a major in tennis teaching.

RECL 1201 (REC 112L)

Tennis Teaching Lab I (0-15)

On-court teaching skills with an emphasis placed on individual lessons.

RECL 1202 (REC 122L)

Tennis Teaching Lab II (0-15)

Studies technical equipment such as teaching aids including ball machines, video recorder, audio recorder and tennis stringing equipment with a continuation of on-court skills with an emphasis on group dynamics.

RECL 1205 (REC 112S) Summer

Tennis Experience (5 weeks) (6.4-0)

Designed to train students for their approved, tennis-related summer work which includes responsibility for a journal of activities and an evaluation of the work assignment.

RECL 1300 (REC 113A) Scientific Approach to Tennis Teaching (3-0)

An analysis of tennis from a scientific viewpoint with information based on recent information by research studies of prominent tennis physicists and biomechanics.

RECL 1301 (REC 113S)**Tennis Seminar I (3-0)**

A study of the methods and materials to coach tennis including principles for becoming a professional tennis coach, proper coaching methods, fundamentals of tennis and the philosophy of tennis.

RECL 1302 (REC 123)**Individual Tennis Instruction (3-0)**

A study of the uniqueness of the individual in tennis with detailed information on reasons and objectives explaining the participation of the individual in tennis and the understanding of procedure and application for private instruction as well as theory.

RECL 1303 (REC 123S)**Tennis Seminar II (3-0)**

A study of planning, organizing and conducting activities for tennis programs including promotion, special events, clinics, junior development, ladies days, ladders, tournaments, leagues and social events as well as the construction of the overall program.

RECL 1304 (REC 123F) Fitness and Psycho-Motor Learning in Tennis (3-0)

Methods of assessing fitness and developing conditioning programs and includes proper nutrition, weight training, aerobic and anerobic principles. Also explores proper methodology for teaching tennis skills for all levels of tennis players.

RECL 1400 (REC 114S) Summer Tennis Experience Lab (6 weeks) (1-39)

Designed to train students for their approved, tennis-related summer work.

RECL 2203 (REC 212L)**Tennis Teaching Lab III (0-15)**

Emphasis placed on the organization, planning and performance of group lessons with a continuation of court skills as well as emphasis on personal playing skills.

RECL 2204 (REC 222L)**Tennis Teaching Lab IV (0-15)**

A survey of teaching opportunities at various clubs. Students will contribute to creative and innovative lessons and programming as well as a continuation of playing skills and off-court procedures of the tennis profession.

RECL 2305 (REC 213C) Tennis**Camp and Club Management (3-0)**

The process of managing by planning, directing, coordinating and controlling of tennis facilities, employees and participants.

RECL 2306 (REC 213S)**Tennis Seminar III (3-0)**

An emphasis placed on the sport science sport psychology. Basic techniques of using motivation, behavior modification, visualization, relaxation training and concentration will be discussed.

RECL 2307 (REC 223E) Contemporary Concepts in Tennis Instruction (3-0)

Further training of tennis instruction by a study of a selected reading list of tennis authors with a comparison and analysis of the similarities and differences of teaching and coaching styles and methodologies of the published works.

RECL 2308 (REC 223S)**Tennis Seminar IV (3-0)**

A study of essential elements and basic principles involved in preparation for the USPTA Certification test. Includes review of playing, teaching and business skills.

Respiratory Therapy 8025 (Cardiopulmonary Technology)

Respiratory Therapy offers two programs which prepare individuals for an allied health specialty in clinical care and management of respiratory disorders. The 12-month program leads to a certificate of proficiency and qualifies the graduate to apply for the Certified Respiratory Therapy Technician board examination. The 23-month program graduates a student with an associate in applied science degree and qualifies the individual to apply for the Registered Respiratory Therapist board examination.

The curriculum for the certificate program is included in the registry curriculum which is expanded with academic courses. These didactic courses include biology, chemistry, mathematics and English. Respiratory therapy courses consist of classroom, laboratory and supervised hospital experiences. The certification and registry programs have full accreditation in the admissions section of this *Catalog*.

from the Joint Review Committee on Respiratory Therapy Education (JRCRTE).

Enrollment in this program is limited. See the Selected Admissions requirements.

Science courses taken after application and acceptance to the Tyler Junior College respiratory therapy program are expected to be taken at Tyler Junior College. Approval must be granted by the program director and instructional division dean for enrollment in a science course at another college or university.

Transfer credit for science courses completed at other colleges and universities, prior to application and acceptance at Tyler Junior College, will require individual consideration.

Persons who are certified respiratory technicians (CRTT) have an alternate means of becoming registry eligible. A CRTT with 62 credit hours which include courses in anatomy, physiology, chemistry, biology, microbiology, math and physics, may become eligible to sit the registry examination. The curriculum may be taken to obtain an associate in applied science degree. See the program director for details.

Selected respiratory courses are periodically offered in the evening.

All required courses of the Respiratory Therapy curriculum must be completed with a "C" or better. Having **not** received a "C" or better in **any prerequisite course**, the student may not progress until the deficiency has been removed.

RESC 1210 (RT 112) Cardiopulmonary Anatomy and Physiology I (2-1)

Aspects of the heart, lungs, kidneys and brain related to respiratory care practice.

Prerequisite: Program director's approval.

RESC 1220 (RT 122)

Pharmacology (2-0)

Entry level aspects of respiratory care pharmacology, pulmonary rehabilitation and home care.

Prerequisite: Program director approval.

RESC 1221 (RT 122C)

Clinical Laboratory I (0-16)

A continuation of RESC 1311 with emphasis on clinical application.

Prerequisite: RESC 1311, 1411 and concurrent enrollment in RESC 1420.

RESC 1222 (RT 121)

Neonatal and Pediatric Care (2-1)

Theory and application of respiratory care including assessment, monitoring, characteristics of disease states, and treatment of both neonatal and pediatric patients.

RESC 1230 (RT 133)

Clinical Laboratory II (0-32) (10 weeks)

A continuation of RESC 1221 that is taught over a special ten week Summer Session.

Prerequisite: RESC 1120, 1220, 1221, 1321 and 1420.

RESC 1231 (RT 133L) Seminar and New Technology (3-4) (10 weeks)

Integration of respiratory care procedures and theory applied to clinical situations and new respiratory care technology. This course is taught over a special ten week Summer Session.

Prerequisite: RESC 1120, 1220, 1221, 1321 and 1420.

RESC 1310 (RT 113) Basic Skills (3-0)

Basic scientific concepts related to respiratory care.

Prerequisite: Program director approval.

RESC 1311 (RT 113Q)

Clinical Laboratory Orientation (3-12)

Theory, clinical application of basic respiratory care procedures and responsibilities.

Prerequisite: Admittance to program and concurrent enrollment in RESC 1411.

RESC 1321 (RT 123A) Pathology (3-0)

Theory and application of respiratory care related to diseases.

Prerequisites: RESC 1210, 1410 and 1411.

RESC 1411 (RT 114A) Technology I (3-4)

Theory and laboratory application of basic respiratory care procedures.

Prerequisite: Admittance to program and concurrent enrollment in RESC 1311.

RESC 1420 (RT 124) Technology II (3-4)

A continuation of RESC 1411.

Prerequisite: RESC 1210, 1311 and 1411. Concurrent enrollment in RESC 1221.

RESC 2120 (RT 221)

Clinical Laboratory IV (0-8)

A continuation of RESC 2210.

Prerequisite: RESC 2210, 2410 and 2311.

RESC 2210 (RT 212)**Clinical Laboratory III (0-16)**

A continuation of RESC 1221 and 1330 with emphasis on advance-level application of respiratory care procedures.

Prerequisites: RESC 1221 and 1330 or graduation from a fully accredited college based certification program.

RESC 2211 (RT 213A) Advanced**Cardiopulmonary Topics (3-0)**

Advanced-level respiratory care topics including ECG monitoring and interpretation, hemodynamic monitoring and interpretation, and ACLS.

Prerequisite: RESC 1220, 1321 and 1420 or graduation from a fully accredited college based certification program.

RESC 2212 (RT 214) Technology III (2-2)

Advanced respiratory care technology including ventilator modalities and monitoring, pressure monitoring, endotracheal incubation and airway care, and advanced assessment techniques.

Prerequisite: RESC 1330 and 1331 or graduation from a fully accredited college based certification program.

RESC 2221 Respiratory Care**Critical Thinking (2-1)**

A focus on the integration of advanced level objective and subjective information and decision making in respiratory care.

**RESC 2322 (RT 223A) Applied
Cardiopulmonary Pathology (3-0)**

A continuation of RESC 1321 with advanced-level emphasis.

Prerequisites: RESC 1321, 2410 and 2311.

SOCI 1306 (SOC 223)**Social Problems (3-0) (CB4511015242)**

An application of sociological concepts and methods to the analysis of current social problems including juvenile delinquency, alcoholism, suicide, family disorganization and crime.

**SOCI 2301 (SOC 213A) Marriage
and Family (3-0) (CB4511015442)**

An overview of marriage and family life with an analysis of changing lifestyles and social relationships involved in dating and in interpersonal adjustments in marriage, divorce and remarriage.

**SOCI 2331 (SOC 223A) Current Issues
Sociology (3-0) (CB4511015742)**

An in-depth study of specific contemporary topics such as sociobiology, urban society, gerontology, death and dying or sex roles. The course topics may vary.

SOCI 2336 Criminology (3-0)

(Same as CRIJ 1322)

**SOCW 2361 (SOC 223B) Introduction
to Social Work (3-0) (CB4407015142)**

Development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work.

**SOCI 2370 (SOC 223D) Medical
Sociology (3-0) (CB4511015742)**

The study of theories relating to death and dying as applied to stress management, crisis management, the sick role, bereavement and adjustment in the social setting.

Sociology

A student majoring in sociology should see a Tyler Junior College faculty advisor for help in completing a course plan.

**SOCI 1301 (SOC 213) Introduction
to Sociology (3-0) (CB4511015142)**

Basic concepts and principles of social behavior, relationships of culture and social interactions to human behavior and analysis of existing group structures and social organizations. This course is also offered through instructional television.

Speech/Theatre

A student majoring in speech or theatre should see a Tyler Junior College faculty advisor for help in completing a course plan.

Speech Courses

**SPCH 1144 (SPH 111F), 1145 (121F),
2144 (211F), 2145 (221F)****Forensic Act (0-3) (CB2310016035)**

Designed for students interested in speech and theatre activities including various events at festivals and tournaments and the opportunity for participation in these contests.

SPCH 1311 (SPH 113A)**Introduction to Speech****Communication (3-0) (CB2310015135)**

Emphasis on the importance of both listening and speaking to help the student recognize elements necessary for communication in personal, small group and public speaking.

SPCH 1315 (SPH 113)**Public Speaking (3-0) (CB2310015335)**

Principles and types of speeches and the importance of listening with practice in planning, organizing and delivering general speeches to improve informative, persuasive and entertainment skills. Offered every spring.

Prerequisite: SPCH 1311 or 1321 or approval of program director.

SPCH 1318 (SPH 2131) Interpersonal Communication (3-0) (CB2310015435)

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

SPCH 1321 (SPH 223A)**Business and Professional Speaking****(3-0) (CB2310015235)**

Types and techniques of speeches most common to business and professional people including theory and practice in business speech situations, personal conferences, job interviews, oral reports, sales talks and occasional speeches.

SPCH 1342 (SPH 113C)**Voice and Diction and Phonetics****(3-0) (CB2310015835)**

The basic principles of diction including physiological description and practice in the use of the International Phonetic Alphabet with intensive practical experiences in voice development and special activities to meet individual vocal needs and professional objectives. Credit cannot be granted for both SPCH 1342 and DRAM 2336.

SPCH 1370 (SPH 113B)**Speech for Prospective Teachers****(3-0) (CB2310015135)**

Covers the improvement in the prospective classroom and the teacher's command of the basics of good speech and understanding of the practical application of speech in teaching students. Students may not receive credit for both SPCH 1311 and 1370.

SPCH 2341 (SPH 123A)**Oral Interpretation (3-0)****(CB2310015735)**

Includes theory in understanding and interpreting the printed page plus practice in presentation of the various literary forms. Counts toward a speech and theatre major and offered every semester.

Theatre Courses**DRAM 1310 (THE 213A) Theatre****Appreciation (3-0) (CB5005015130)**

An introductory survey of theatre arts including general overview of play analysis, playwriting and dramatic criticism, and techniques of modern theatre.

DRAM 1320 (THE 113W) Theatre**Workshop I (3-0) (CB5005052230)****DRAM 1321 (THE 123W) Theatre****Workshop II (3-0) (CB5005015230)**

Emphasis on techniques and procedures in mounting productions in this theatre course covering all phases of theatre through actual participation culminating in a production.

DRAM 1330 (THE 123C)**Stagecraft I (3-3) (CB5005025130)**

A study and practice in the visual arts of the theatre and an introduction to stagecraft and lighting with additional work on technical crews providing practical experience.

DRAM 1341 (THE 123M)**Makeup (3-0) (CB5005025230)**

Covers the principles of straight and character makeup with intensive practical application and experience in stage productions.

DRAM 1351 (THE 123B)**Acting I (2-4) (CB5005035130)**

Covers theory and practice of acting with students gaining practical experience in development of vocal and physical techniques for actors.

DRAM 1352 (THE 213B)**Acting II (2-4) (CB5005035130)**

A continuation in the theory and practice of acting and practical experience in problems of creating characterization with emphasis on developing vocal and physical skills.

DRAM 2336 Theatre Speech

(3-0) (CB5005035230)

The basic principle of diction including physiological description and practice in the use of the International Phonetic Alphabet with intensive practical experience in voice development and special activities to meet individual needs and professional objectives. Credit cannot be granted for both DRAM 2336 and SPCH 1342.

DRAM 2361 Theatre History I (3-0)

(CB5005055130)

A survey of the development of theatre from its origins to the 1700's.

DRAM 2362 Theatre History II (3-0)

(CB5005015130)

A survey of the development of the theatre from the 1700's to the twentieth century.

Surveying and Mapping Technology 8435

The surveying and mapping technology program is designed to teach the student the basic elements of surveying required of a land surveyor as well as to provide the 32 semester hours of surveying courses required for a professional license. Boundary surveying is emphasized and includes history, dendrology, evaluating property corners, measuring boundaries, describing land by metes and bounds, calculating land areas and using the Texas Coordinate System. The student also has the opportunity to study mapping, route surveying, control surveying, Global Positioning System and electronic data collection. A one-year certificate of proficiency is available to students completing certain designated courses. After successful completion of the two-year program, the student receives the associate in applied science degree.

SURV 1311 (SUR 113)**Introduction to Surveying (3-0)**

An overview of the surveying industry and introduction to surveying equipment; emphasis on leveling, measuring horizontal distances and topographic mapping.

Prerequisite: Concurrent enrollment in SURV 1321.

SURV 1312 (SUR 123)**Land Surveying (3-0)**

Land history of Texas, public domain, public lands of the United States and boundary retracement.

Prerequisite: Concurrent enrollment in SURV 1322.

SURV 1321 (SUR 113A) Surveying Measurements Practice (2-4)

The methods of measurements, measurement equipment and recording of survey data in a field notebook.

Prerequisite: Concurrent enrollment in SURV 1311.

SURV 1322 (SUR 123A)**Land Surveying Practice (2-4)**

Theory and practical use of the EDM and theodolite surveying equipment, field to finish data collection with electronic data collector, and setting up a boundary traverse.

Prerequisite: Concurrent enrollment in SURV 1312.

SURV 1331 (SUR 113B)**Surveying Calculations I (3-0)**

Fundamentals of coordinate geometry and application to mapping; theory of mistakes and errors; introduction to *Manual of Practice*, and introduction to algebraic and reverse Polish notation calculators.

Prerequisite: Concurrent enrollment in SURV 1321.

SURV 1332 (SUR 123B)**Surveying Calculations II (3-0)**

Application of coordinate geometry to survey traverses, introduction to error analysis, traverse adjustment and calculation of areas.

Prerequisite: Concurrent enrollment in SURV 1312.

SURV 1341 (SUR 113C)**Theory of Survey Measurement (3-0)**

This course is an overview of the surveying industry with emphasis on the use of calculators and computers in computations. For experienced surveyors only. Students may not receive credit for both SURV 1311, its companion lab SURV 1321, and SURV 1341.

SURV 1342 (SUR 123C) Application of Coordinate Geometry (3-0)

Procedures of calculating areas, coordinate geometry, traverse adjustment and error analysis. For experienced surveyors only. Students may not receive credit for both SURV 1312, its companion lab SURV 1322 and SURV 1342.

SURV 2313 (SUR 213) Topographic Surveying and Mapping (3-0)

Theory and field methods for determining a true meridian through field astronomy, state plane coordinates, Global Positioning System and mapping.

Prerequisite: Concurrent enrollment in SURV 2323.

SURV 2314 (SUR 223) Route Surveying (3-0)

Theory methods of surveying for highway routes, pipelines, utility and waterway construction and site stakeout.

Prerequisite: SURV 2324.

SURV 2323 (SUR 213A)

Field Mapping Practice (2-4)

A study of planimetric and topographic maps, Polaris observations, solar observations, dendrology, photogrammetry, Ground Positioning System and triangulation station recovery.

Prerequisite: Concurrent enrollment in SURV 2313.

SURV 2224 (SUR 223A)

Route Surveying Practice (1-4)

In-depth field practice of surveying procedures for route construction, design, calculation and stakeout.

Prerequisite: Concurrent enrollment in SURV 2314.

SURV 2333 (SUR 223B)

Legal Principles I (3-0)

A study of location, conveyance, ownership and transfer of real property under the laws of the state of Texas; emphasis on record search and preparation of a deed record sketch.

SURV 2334 (SUR 223D)

Legal Principles II (3-0)

Legal principles, retracement and boundary location with application of legal principles and rules of construction; writing survey reports and property descriptions; General Land Office research; and a review of boundary law cases.

SURV 2343 (SUR 213C)

Control Surveying (3-0)

Control surveying, field astronomy, state plane coordinates and dendrology. For experienced surveyors only. Students may not receive credit for both SURV 2313, its companion lab SURV 2323 and SURV 2343.

SURV 2344 (SUR 223C)

Construction Surveying (3-0)

This course covers theory methods of surveying for highway routes, pipelines, utility lines and waterway construction.

For experienced surveyors only. Students may not receive credit for both SURV 2314, its companion lab SURV 2324, and SURV 2344.

SURV 2354 Introduction to Geographic Information Systems (3-3)

Provides a strong theoretical knowledge of geographic information systems (GIS), including conceptual understanding and database development.

Prerequisite: SURV 1311 or appropriate surveying work or mapping experience.

Welding 6245

Welding is a two-year, post-secondary program designed to qualify the student for entry-level code welding for industry. Upon successful completion of the program the student will receive an associate in applied science degree.

WELD 1302 (WLD 113C)

Introduction to Arc Welding (2-6)

Terms, definitions, AWS electrode classifications, safety, striking an arc, running beads in various positions and different joint configurations.

WELD 1303 (WLD 1130) Oxy-acetylene Welding and Cutting (2-4)

An introduction to oxy-acetylene welding and cutting including the limitations of equipment, safety, manual and automatic systems for pipe and plate.

WELD 1321 (WLD 123C)

Advanced Arc Welding (2-6)

A continuation of arc welding; running double v-groove test plates with backing strip and running open butt joints using E6010 and E7018 electrodes in various positions.

Prerequisite: WELD 1302.

WELD 1322 (WLD 123G)
Introduction to GMAW (MIG)
and FCAW (FLUX CORE) (2-4)

Terms and definitions, safety procedures, proper set up of equipment, characteristics of short-circuit transfer and spray-arc transfer, welding of T-joints and butt joints in different positions.

Prerequisites: WELD 1302, WELD 1303.

WELD 1421 (WLD 124)
Survey of Industrial Welding (2-7)

An introduction to welding procedures including oxy/acetylene, arc, and MIG & TIG as applicable to the industrial/commercial setting.

WELD 2301 (WLD 213A)
Introduction to Pipe Welding (2-6)

Terms and definitions, safety procedures, weld defects, AWS test positions for open butt v-groove pipe joints, proper joint preparation, demonstration and hands-on practice in different positions using E6010 and E7018 electrodes.

Prerequisites: WELD 1303, WELD 1302, WELD 1321.

WELD 2302 (WLD 213T)
Introduction to GTAW (TIG) (2-4)

Terms, definitions, proper safety procedures, proper selection of tungsten electrodes and shielding gases, the welding of T-joints and butt joints in different positions.

Prerequisites: WELD 1303, WELD 1302, WELD 1322.

WELD 2321 (WLD 223A)
Advanced Pipe Welding (2-6)

A continuation of pipe welding with advanced applications in S.M.A.P. Welding in various positions, using E6010 and E7018 electrodes.

Prerequisite: WELD 2301.

WELD 2322 (WLD 223G)
Advanced GMAW (MIG) and
FCAW (FLUX CORE) (2-4)

A continuation of WELD 1322, discussion of common welding mistakes and their solutions, welding open butt joints and fillet joints in different positions using hard and tubular wire.

Prerequisites: WELD 1322, WELD 2301.

WELD 2323 (WLD 223T)
Advanced GTAW (TIG) (2-4)

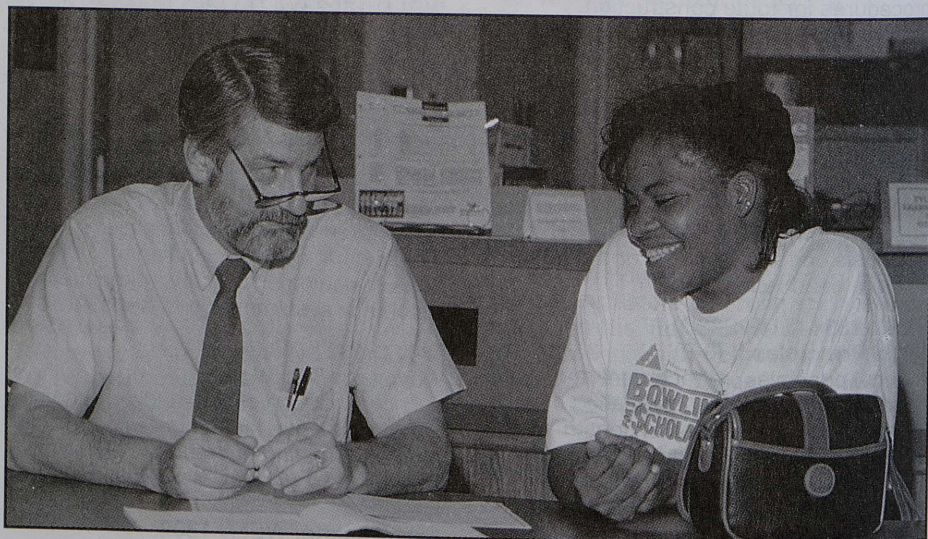
A continuation of WELD 2323 emphasizing proper joint preparation and welding of v-grooved open butt joints in different positions.

Prerequisites: WELD 2302, WELD 2301 or concurrent enrollment.

WELD 2370 Internship (1-20)

On-the-job training and work experience in the welding industry.

Prerequisite: WELD 1321, 1303.



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"There's a reward from teaching that no other profession can receive — It cannot be measured with money, time, accolades or awards. I don't know who benefits the most — the students or the instructor. When students come back to you and say thanks — I just love it."

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Gary Louis Huber, M.D.

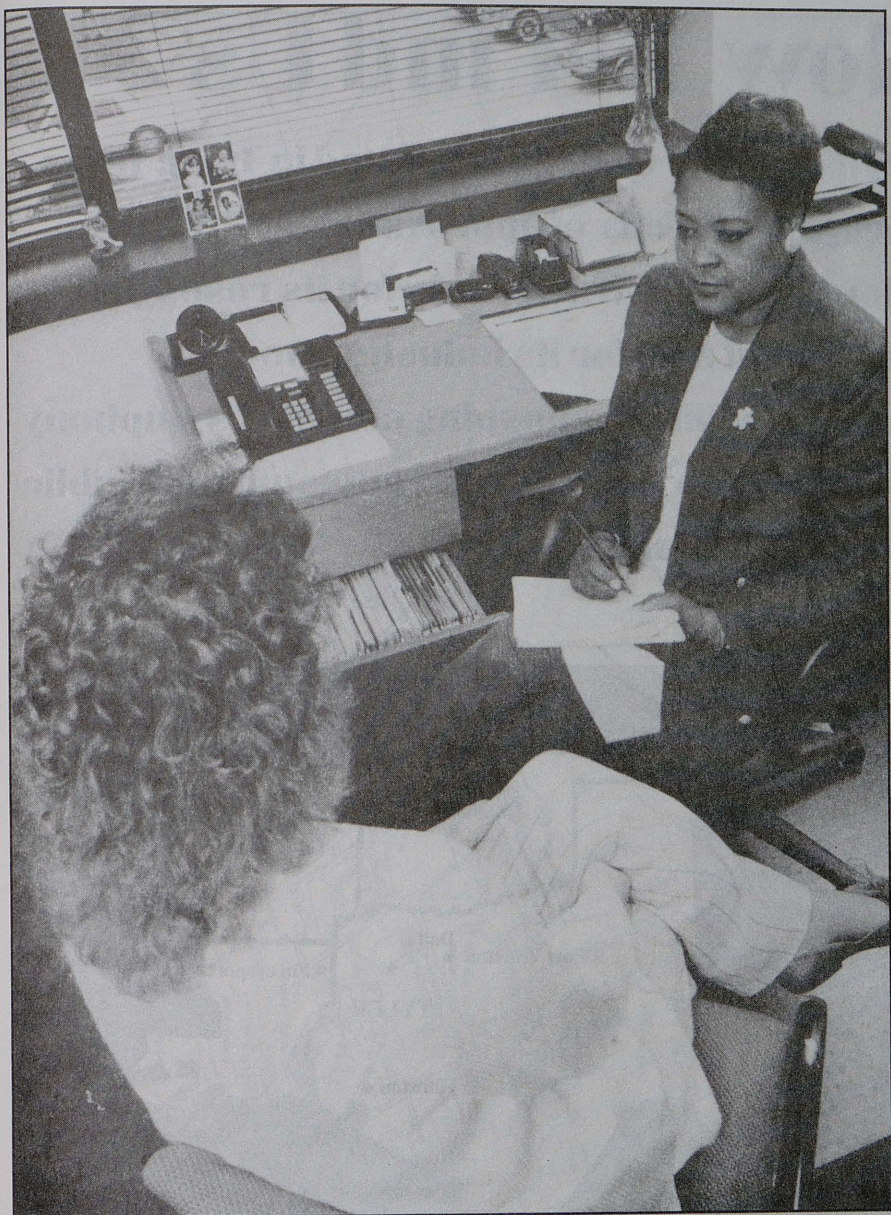
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M.S., M.D., University of Washington

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Technology*
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Medical Director, Respiratory Therapy
B.S., Texas A&M University
M.D., The University of Texas
Southwestern Medical School
at Dallas



"It is an honor and privilege to serve in a role where I can be a positive influence in the academic lives of students at Tyler Junior College."

Nettie P. Miller

Counselor

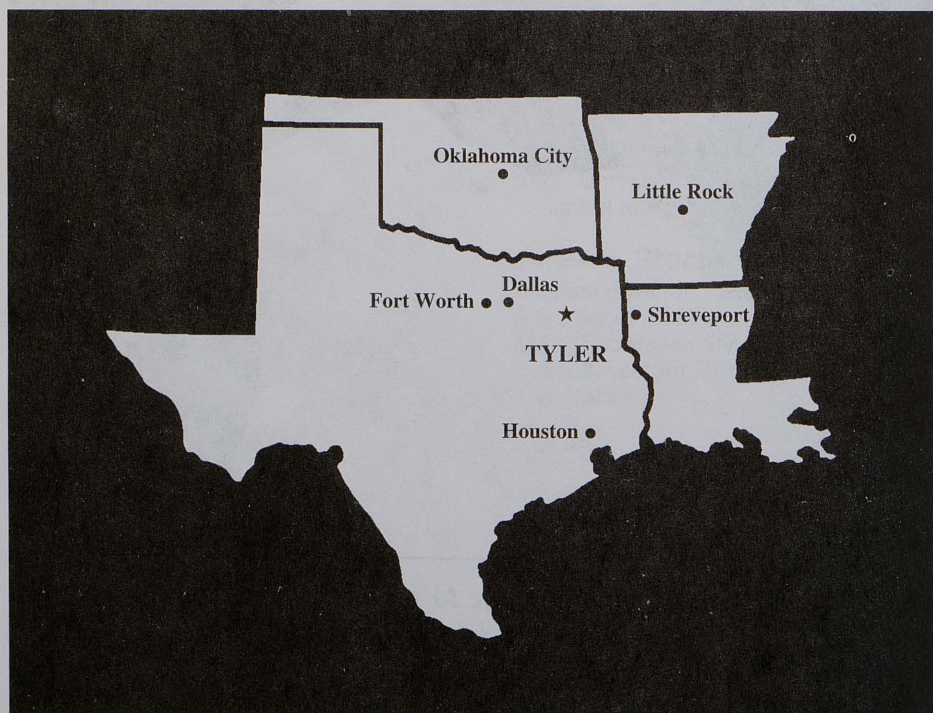
B.S., Oklahoma State University

M.S.W., University of Texas at Austin

Ph.D., Texas A&M University

How To Find Us

Tyler Junior College is located in Tyler, Texas, a progressive city of approximately 75,000. Tyler is well-known not only for its roses and azaleas but also for its industry, modern medical facilities, shopping centers, symphony orchestra, civic theater, art museum and public recreational facilities.



When We Meet

Summer Orientation Dates

June 25–27, 1995

July 16–18, 1995

July 30–August 1, 1995

August 13–15, 1995

Fall Semester 1995

August 21. General faculty meeting.

August 22–24. Registration for fall.

August 25. Late/Audit registration. Last day to change schedule. Registration ends. Staff development day. Weekend classes begin after 5 p.m.

August 28. First day of regular classes.

August 28–29. Administrative adds/drops.

August 28–October 20. First 8-week mini-mester.

September 4. Labor Day holiday.

October 2. Last day to apply for fall degree.

October 18–20. Second mini-mester registration.

October 20. Last day for instructor initiated drops.

October 23. Mid-semester grades due.

October 23–December 15. Second 8-week mini-mester.

November 13–December 15. Early spring telephone registration.

November 17. Last day to drop course with automatic grade of “W”.

November 22. Classes dismissed at 12:00 noon to begin Thanksgiving holidays.

November 23–26. Thanksgiving holidays (inclusive).

December 1. Last day a student may drop with a “W” or “WF”.

December 8–9. Final exams weekend classes.

December 11–15. Final exams.

December 15. Last day of fall semester.

December 18. All grades due in registrar's office by 10 a.m.

1995

January 1995						
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Spring Semester 1996

January 8. General faculty meeting.

January 9–11. Registration for spring.

January 12. Audit/Late registration. Last day to change schedule. Registration ends. Staff development day. Weekend classes begin after 5 p.m.

January 15. Martin Luther King, Jr. holiday.

January 16. First day of regular classes.

January 16–17. Administrative drops/adds.

January 16–March 8. First 8-week mini-mester.

March 1. Last day to apply for a spring degree.

March 6–8. Second 8-week mini-mester registration.

March 8. Last day for instructor initiated drops.

March 11. Mid-semester grades due.

March 11–May 10. Second 8-week mini-mester.

March 18–24. Spring holidays (inclusive).

April 11. Last day to drop course with automatic grade of "W".

April 12. Career Day (no classes).

April 15. Good Friday holiday.

April 16–May 3. Early telephone registration.

April 26. Last day to drop course with grade of "W" or "WF".

May 3–4. Final exams, weekend classes.

May 6–10. Final exams.

May 10. Last day of spring semester

May 11. Commencement.

May 13. All grades due in registrar's office by 10 a.m.

1996

January 1996						
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Summer Session I, 1996

May 27. Memorial Day Holiday.

May 29, 30. Registration for first session.

June 3. Add/drop, late/audit registration and registration ends. (Most classes meet Monday through Thursday.)

June 3. First day of classes.

June 28. Last day to drop a course with an automatic grade of "W."

July 1. Last day to apply for a summer degree.

July 3. Final exams and last day of Summer Session I.

July 4. Holiday.

July 5, Friday. All grades due in registrar's office by 10:00 a.m.

Summer Session II, 1996

June 24-28. Summer Session II registration.

July 1. Last day to apply for a summer degree.

July 1-3. Summer Session II registration continues.

July 4. Holiday.

July 8. First day of classes. (Most classes meet Monday through Thursday.)

August 2. Last day to drop a course with an automatic grade of "W."

August 9. Final exams for second session. Last day of Summer Session II. Commencement.

August 12. All grades due in registrar's office by 10:00 a.m.

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Tyler Junior College
P.O. Box 9020
Tyler, Texas 75711

Legal Residency Information For Tuition Purposes Only

It is the policy of Tyler Junior College not to discriminate on the basis of race, creed, sex, national origin, age or handicap in its educational programs, activities, employment or admission policies.

Name _____ Social Security No. _____
Last First Middle

Applying for (check one):

☐ Fall ☐ Spring ☐ Summer I ☐ Summer II 19____

Texas Higher Education Coordinating Board rule 21.38 requires each student to provide substantiating documentation to affirm residence for tuition purposes. It also requires that they sign an Oath of Residency. Continuing students previously documented to be eligible for resident classification need not recertify their eligibility by completing this form. However, all new students or students returning to school after being out at least 12 months are required to answer the questions below.

1. (a) Are you a U.S. Citizen? ☐ Yes ☐ No
(b) If not a citizen, do you hold Permanent Residence status for the U.S.? ☐ Yes ☐ No
If yes, date permanent resident card issued:
Date _____ Number _____
2. Are you claiming Texas residence (out-of-district) status for tuition purposes? ☐ Yes ☐ No
3. Are you claiming Tyler Junior College (in-district) residence status for tuition purposes? ☐ Yes ☐ No
4. Upon whom are you basing your claim of residence status? ☐ Self ☐ Parent ☐ Legal Guardian*
*If Legal Guardian, guardianship papers must be provided.
5. If your claim of residence status is based upon self, answer the following questions:
 - (a) How long have you resided in Texas? _____ Years and _____ Months
 - (b) How long have you resided in-district? _____ Years and _____ Months
 - (c) Previous state or country of residence _____
 - (d) If you came here within the past 5 years, why did you move to Texas? ☐ Education ☐ Employment ☐ Other _____
6. If your claim for residence status is based upon parent or legal guardian, please answer the following questions:
 - (a) Name of person upon whom claim is based _____
 - (b) Relationship to self: ☐ Parent ☐ Legal Guardian
 - (c) How long has this person resided in Texas? _____ Years and _____ Months
 - (d) How long has this person resided in district? _____ Years and _____ Months
 - (e) Previous state or country of residence _____
 - (f) If this person came here within the past 5 years, why did this person move to Texas?
☐ Education ☐ Employment ☐ Other _____
 - (g) Is this person a U.S. Citizen? ☐ Yes ☐ No
 - (h) Has parent or legal guardian claimed you as a dependent for U.S. federal income tax purposes for the tax year preceding your registration? ☐ Yes ☐ No
 - (i) Will this person claim you for the current tax year? ☐ Yes ☐ No

Oath of Residency

I understand that information submitted herein will be relied upon by Tyler Junior College officials to determine my status for admission and residency eligibility. I authorize Tyler Junior College to verify the information I have provided. I agree to notify the proper officials of the institution of any changes in the information I have provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

Signature _____ Date _____

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It contains a statement of the President's views on the state of the Union and the course of action which he proposes to pursue.

2. The second part of the document is a report from the Secretary of the Interior, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Department and the course of action which he proposes to pursue.

3. The third part of the document is a report from the Secretary of the Treasury, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Department and the course of action which he proposes to pursue.

4. The fourth part of the document is a report from the Secretary of the War, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Department and the course of action which he proposes to pursue.

5. The fifth part of the document is a report from the Secretary of the Navy, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Department and the course of action which he proposes to pursue.

6. The sixth part of the document is a report from the Secretary of the Post Office and Marine Affairs, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Department and the course of action which he proposes to pursue.

7. The seventh part of the document is a report from the Secretary of the Smithsonian Institution, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Institution and the course of action which he proposes to pursue.

8. The eighth part of the document is a report from the Secretary of the Freedmen's Bureau, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Bureau and the course of action which he proposes to pursue.

9. The ninth part of the document is a report from the Secretary of the Freedmen's Bureau, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Bureau and the course of action which he proposes to pursue.

10. The tenth part of the document is a report from the Secretary of the Freedmen's Bureau, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Bureau and the course of action which he proposes to pursue.

11. The eleventh part of the document is a report from the Secretary of the Freedmen's Bureau, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Bureau and the course of action which he proposes to pursue.

12. The twelfth part of the document is a report from the Secretary of the Freedmen's Bureau, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Bureau and the course of action which he proposes to pursue.

13. The thirteenth part of the document is a report from the Secretary of the Freedmen's Bureau, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Bureau and the course of action which he proposes to pursue.

14. The fourteenth part of the document is a report from the Secretary of the Freedmen's Bureau, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Bureau and the course of action which he proposes to pursue.

15. The fifteenth part of the document is a report from the Secretary of the Freedmen's Bureau, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Bureau and the course of action which he proposes to pursue.

16. The sixteenth part of the document is a report from the Secretary of the Freedmen's Bureau, dated January 1, 1861. It contains a statement of the Secretary's views on the state of the Bureau and the course of action which he proposes to pursue.



Tyler Junior College
P.O. Box 9020
Tyler, Texas 75711

Admissions Application

It is the policy of Tyler Junior College not to discriminate on the basis of race, creed, sex, national origin, age or handicap in its educational programs, activities, employment or admission policies.

Name _____
Last First Middle

Social Security No. _____ Gender: ☐ Male ☐ Female

Permanent (Parent's Address) _____
Box or Street Number Area Code—Phone No.

_____ City State Zip Code County

Birth Date _____ Place _____
Month Day Year City State

Local/Commuting Address _____
Box or Street Number Area Code—Phone No.

_____ City State Zip Code County

In case of emergency, name of person to contact: _____

Relationship: _____

Address: _____

Telephone Number: _____
Area Code

To verify residency, attach a COPY (do not send original) of at least one of the following: (1) **high school transcript**, if you graduated during the preceding 12 months; (2) **Texas Drivers License**, if valid during the preceding 12 months; (3) **Texas voter registration card**, if valid during preceding 12 months; (4) **property tax receipts, utility bills, or other documents** that clearly show your residence at least 12 months ago.

DO NOT LEAVE THIS SECTION BLANK. THE INFORMATION DETERMINES LEGAL RESIDENCE.

List **ONE** of the following:

1. Legal guardian or parents, if under 21 _____

2. Self _____

3. Other (explain) _____

Address of person(s) listed above (if address is the same as permanent address above, information must be repeated here)

_____ Address City State Zip Code

Telephone Number _____
Area Code

How long has person listed resided at this address? _____

If LESS THAN 12 MONTHS, give city and state of prior residence(s) for previous 12 months:

(1) _____ From: _____ to: _____

(2) _____ From: _____ to: _____

Active military duty in Texas? ☐ Yes ☐ No

Are you a legal resident of the TJC District? ☐ Yes ☐ No ☐ Out of State ☐ Alien

(District is composed of Tyler*, Chapel Hill*, Grand Saline, Lindale, Van*, Winona)

*Portions are not in TJC District.

Are you a U.S. citizen? ☐ Yes ☐ No If no, complete the box below:

To be completed by non-U.S. citizens ONLY:

Country of citizenship _____ Country of birth _____

List the number of years you attended the following schools:

Elementary () Secondary () College/University ()

Have you been granted a permanent resident status? ☐ Yes ☐ No

If yes, list your number _____

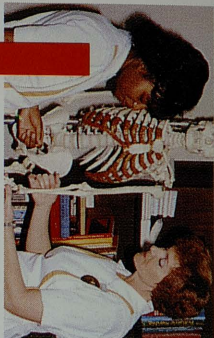
Are you requesting an I-20? ☐ Yes ☐ No If yes, attach your Toefl score and affidavit of support.

*Ethnic Origin: (1) ☐ White, Non-Hispanic (3) ☐ Hispanic (5) ☐ American Indian or Alaskan Native
(2) ☐ Black, Non-Hispanic (4) ☐ Asian or Pacific Islander (6) ☐ Non-Resident Alien

*Optional: For affirmative action and statistical purposes.

(Complete other side)

Revised 3/92



TJC
Tyler Junior College
P.O. Box 9020
Tyler, Texas 75711



For more information call 1•800•687•5680